

# Missouri State Library Grants Manual

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Compiled by  
Missouri State Library  
Library Development Division

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[www.sos.mo.gov](http://www.sos.mo.gov)

This Grant Manual is supported by funds from the Institute of Museum and Library Services under the provision of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.



## Introduction to the Manual

The Library Development Division of the Missouri State Library (MOSL) seeks to assist library staff with successful administration of their grant project through the information in this Grants Manual. The manual is presented in four parts: 1) Definitions and General Policies, 2) Proposal Preparation and Submission, 3) Award Acceptance and Administration, and 4) Appendix. We hope you will review each section, as the parts are interdependent. For instance, Part 1 includes brief descriptions of terms or topics, some of which may appear in other parts of the manual with more detailed information and instructions.

Each part contains numerous references and links to laws, regulations, policies or guidelines available on the World Wide Web. Because website addresses frequently change, MOSL will make every attempt to keep these links current, but users should feel free to contact the office if a web link is found to be in error. Additionally, MOSL expects to add or revise topics and sections throughout the year, so users are encouraged to update their copy of the manual as new material is provided.

The Grants Manual has been designed to provide current guidelines, policies and procedures to staff from eligible libraries seeking LSTA Grant support, and for managing awards in compliance with federal and state laws, rules and regulations. Recent issues directly affecting grants management include: reengineering by federal agencies under a mandate to streamline government, increased access to information over the Internet, and the explosion of electronic services including electronic commerce. Both public and private grantmakers have responded to these issues with changes in policies and procedures for proposal submissions and award administration.

**We are interested in your comments and suggestions as users of the manual. Please send your questions, problems you have encountered, topics you would like included in the future, or other comments to [LSTA@sos.mo.gov](mailto:LSTA@sos.mo.gov).**

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**Missouri Five-Year State Plan  
For the Use of  
Library Services and Technology Act (LSTA) Funds  
Fiscal Years 2008 - 2024**

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

## **Statutory and Regulatory Overview of LSTA State Program from the Institute of Museum and Library Services**

Federal statutes provide the basis for the Library Services and Technology Act (LSTA) state-based library program while various regulations govern how to administer federal grant programs.

### **A. Federal statutory framework**

The United State Code (USC) is the government's official document of federal statutes. Title 20 (Education), Chapter 72 (Museum and Library Services) is the enabling language for IMLS. Subchapter II (Library Services and Technology) is the section of Chapter 72 that specifically addresses the LSTA State Program. The following sections are particularly important to you as an administrator of the LSTA program:

#### **9121. Purpose**

Lists the four purposes of the overall LSTA program, not just the Grants-to-States program. A State Library Administrative Agency's (SLAA) expenditures that match these purposes must be used in determining its Maintenance of Effort (MOE);

#### **9132. Administration**

Restricts the amount an SLAA may use for administrative costs to 4% of its annual allotment;

#### **9133. Payments; Federal share; and MOE requirements**

Includes information on what must be included in MOE and how it is calculated in determining an SLAA's eligibility to receive its full allotment;

#### **9134. State plans**

Requires a five-year plan (including required elements) and a five-year evaluation. It also stipulates Internet safety (CIPA) requirements as it pertains to LSTA funds;

#### **9141. Grants-to-States**

Lists the six priorities for which the SLAA may expend LSTA funds and for which SLAA, local, and private funds may be expended in calculating the Match requirement.

## **B. Federal regulatory framework**

Federal regulations provide the guidelines that federal agencies and their sub-grantees must adhere to in administering federal programs. There are two sources of regulations for the LSTA program: the Code of Federal Regulations (CFR) and Office of Management and Budget (OMB) Omni-Circular. (The Omni-Circular has been systematically integrated into the CFR.)

### **1. General Regulation for Administering the Grants**

*2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.*

*2 CFR 3187* covers all specific regulations pertaining to grants administered by the Institute of Museum and Library Services, including the Grants to States Program.

### **2. Regulations Governing Allowable Costs**

*2 CFR 200 Uniform Administrative Requirements, Costs Principle, and Audit Requirements for Federal Awards*

While not all allowable and unallowable cost issues are clear cut, these regulations will usually provide good guidance. When in doubt about whether an item is allowable, contact the Missouri State Library's LSTA Grants Officer.

### **3. Regulation Governing Auditing of LSTA Grants**

*2 CFR Part 200 Subpart F- Audit Requirements* provides guidance on all aspects of the auditing process.

### **4. Regulations Governing Nondiscrimination**

There are also two CFRs that cover various nondiscrimination issues:

- a) *2 CFR 3187.12 Federal statutes and regulations on nondiscrimination*
- b) *45 CFR 1110 Nondiscrimination in Federally Assisted Programs*

### **5. Other Applicable Regulations**

- a) *2 CFR 3185 and 2 CFR 180 Nonprocurement Debarment and Suspension*
- b) *2 CFR 3186 and 2 CFR 182 Requirements for Drug-Free Workplace*

## **C. State and local statutes and regulations**

With respect to state and local statutes and regulations, the important issue to consider is whether they diverge from those of the federal government. Federal regulations must always be followed. However, if state or local statutes or regulations are more restrictive than the federal statutes and regulations on certain issues, e.g. on allowable cost issues, then they supersede the federal statutes and regulations on those specific issues.

## **Links to Statutes and Regulations Pertaining to LSTA Grant Awards**

### **2. Museum and Library Services Act**

[20 USC Chapter 72 – Museum and Library Services](#)

### **3. General Regulation for Administering the Grants**

[2 CFR 3187 Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards](#)

### **4. Regulations Governing Allowable Costs**

[2 CFR 200 Subpart E – Cost Principles](#)

### **5. Regulations Governing Nondiscrimination**

- a) [2 CFR 3185](#) and [2 CFR 180](#) Nonprocurement Debarment and Suspension
- b) [2 CFR 3186](#) and [2 CFR 182](#) Requirements for Drug-Free Workplace

### **6. State and local statutes and regulations**

- a) [Rules of Elected Officials, Division 30 – Secretary of State, Chapter 200 – State Library](#)
- b) Work Authorization Program – RSMo Sections [285.525-285.550](#)



**Office of State Programs General Guidance  
for Federal LSTA Grant Allowable Costs:  
Advertising, Public Relations, Promotional Materials  
and Administrative or Indirect Cost Rates**

This IMLS Office of State Programs Guidance provides information on allowable and unallowable costs related to advertising, public relations, and promotional materials for Library Service and Technology Act (LSTA) grant awards and sub-awards. The information provided herein is meant to address common questions about advertising, public relations, and promotional materials received by the Office of State Programs from State Library Administrative Agencies (SLAAs).

SLAAs must be familiar with the six priorities of the LSTA program since no LSTA funds may be expended for any program that does not meet at least one of these priorities. The six priorities are:

- (1) expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;
- (2) developing library services that provide all users access to information through local, State, regional, national, and international electronic networks;
- (3) providing electronic and other linkages among and between all types of libraries;
- (4) developing public and private partnerships with other agencies and community-based organizations;
- (5) targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and
- (6) targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved.

*(20 USC Chapter 72, Sec. 9141).*

SLAAs also must review *2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements* for more complete information on allowable and unallowable costs. Be advised that *2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements* take precedence over IMLS Office of State Programs Guidance. Additionally, please consult with your State Program Officer with any questions or for further guidance on allowable costs for LSTA grant awards.

## I. Allowable Costs Overview

As Federal grant recipients, SLAAs are required to comply with the terms and conditions of their grant awards, as well as with applicable federal laws, regulations, Office of Management and Budget (OMB) circulars, and applicable state and local laws and regulations. SLAAs are encouraged to review and become familiar with the OMB Omni-Circular which is available electronically on the OMB website at [2 CFR 200](#).

All costs charged to grants awarded by IMLS under LSTA must be “allowable costs.” Allowable costs are defined and discussed in full in *2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements*.

Generally, for a cost to be allowable for an LSTA grant award, the cost must be **directly related to and necessary to carry out one or more of the approved LSTA priorities (20 USC Chapter 72, Sec. 9141)**. In addition, it must be **(1) reasonable, (2) allocable, and (3) not specifically disallowed by the State or local laws or regulations (2 CFR sections 200.402 through 200.404)**. Examples of allowable costs for LSTA awards include, but are not limited to: salaries and wages, fringe benefits, consultant fees, travel costs, equipment, supplies and materials, and indirect costs.

In general, no IMLS State Program funds may be used for **lobbying** activities. The term “lobbying” is generally considered to cover any attempt to influence government decision-making. Note that lobbying also includes activities or the publication or distribution of literature that in any way tends to promote public support or opposition to a pending legislative proposal.

## II. Advertising, Public Relations, and Promotional Materials Costs

### A. Advertising Costs

*2 CFR 200.421* defines advertising costs as “the costs of advertising media and corollary administrative costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals, and the like.”

Generally applying the circulars to LSTA projects, the only allowable advertising costs are:

- recruitment of personnel for the LSTA grant projects;
- procuring or acquiring goods, equipment, and services for the performance of LSTA grant projects;
- disposal of surplus materials acquired in the performance of LSTA grant projects (except where SLAAs are reimbursed for disposal costs at a predetermined amount); and
- other specific purposes necessary to fulfill the requirements of the LSTA grant.

With respect to LSTA, an SLAA can advertise for staff to assist in the implementation of a state-wide database, for equipment and software necessary to implement the databases, and for training of library staff in the use of the database.

## B. Public Relations Costs

2 *CFR* 200.421 establish that the definition of public relations “includes community relations and means those activities dedicated to maintaining the image of the [institution, governmental unit, non-profit] or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public.”

These circulars establish, with respect to LSTA grant projects, that allowable public relations costs include:

- costs specifically required by the grant award for a specific LSTA grant project.

Typically, allowable public relations costs are specific expenses involved in a project to inform the public or the press about specific LSTA grant projects. Public relations costs, such as brochures and bookmarks, charged to an LSTA project to carry out that specific project would be allowable. However, a general message such as “libraries are good places and deserve to exist” would be considered unallowable. As a further example, it would not be an allowable cost on an LSTA project for an SLAA to hire a photographer to take photographs of library patrons for a press release highlighting the importance of libraries. However, using a photographer to take photographs to let users know about the availability of an LSTA-funded service in furtherance of a specific LSTA-funded projects would likely be allowable.

## C. Unallowable Advertising and Public Relations Costs

2 *CFR* 200.421 also provide direct examples of unallowable advertising and public relations materials. With respect to these circulars, SLAAs **may not** use LSTA grant funds to cover:

- any advertising or public relations costs other than specified as allowable by the circulars;
- costs of meetings, conventions, convocations, or other events related to other non-LSTA grant activities of the organization (including the costs of displays, demonstrations, exhibits, meeting rooms, hospitality suites, other special facilities used in connection with special events, and salaries and wages of employees engaged in setting up exhibits and providing briefings);
- costs of promotional items and memorabilia including models, gifts, and souvenirs; and
- costs of advertising and public relations designed solely to promote the SLAA or a library in general.

SLAAs should both be very cautious in approving any item which may fall into the prohibited cost categories set out above and consult with the appropriate Program Officer for guidance.

## **D. Promotional Materials**

As set forth above, *2 CFR 200.421* does not allow costs of promotional items and memorabilia including models, gifts, and souvenirs to be applied as allowable costs to LSTA grant awards. However, based on questions received by the Office of State Programs, the purchase of items that may have a promotional nature frequently arise for both SLAAs and their sub-grant recipients.

Following is a listing of promotional items that SLAAs have asked the Office of State Programs about and that should be carefully reviewed by SLAAs on a case-by-case basis before their cost is approved out of LSTA award funds: bookmarks, postcards, T-shirts, mugs, books, bags, CDs, calculators, banks, jump ropes, ties, scarves, bibs, safety plugs, hats, rubber stamps, sidewalk chalk, jigsaw puzzles, patches, flying disks, paint sheets, plastic bags, trading cards, stretch band watches, gel bracelets, posters, door hangers, magnetic bookmarks, pennants, megaphones, figurines, banners, book packs, mini-pad holders, and message magnets. Please note that the foregoing list is illustrative; its inclusion in this Guideline does not imply that these items are per se allowable. Each item should be carefully scrutinized in the context of its specific corresponding project.

As stated above, the OMB Omni-Circular prohibits these items from being used as gifts, models, or souvenirs. The purchase of these items with LSTA funds is rarely an allowable cost unless SLAAs and sub-grant recipients have a clearly demonstrable and legitimate purpose for the purchase and distribution of these items that is directly related to the LSTA grant project. A general guiding question often used is whether a prudent person would determine that the items are directly related to the LSTA grant project, and a factor may be whether the items are more educational and informational in nature than promotional. Since often these items are more promotional in nature, and therefore are an unallowable cost, many libraries partner with businesses and other organizations to cover the costs of promotional materials.

Each SLAA should ensure that their sub-grant recipients understand the OMB Circular restrictions regarding promotional items such as those listed above. The Office of State Programs encourages SLAAs to provide written instructions to their sub-grant recipients on the use of LSTA grant awards for promotional items as this is a common area of confusion for LSTA sub-grant recipients.

## **III. LSTA Public Relations/Advertising Activities, Workshops, & Projects**

### **A. LSTA-Funded Public Relations/Advertising Activities**

Subject to the restraints of *2 CFR 200.421*, public relations/advertising in support of a specific LSTA-funded project are allowable. This means that there can be a public relations/advertising component to a project that provides a service or program that meets any of the six LSTA priorities. For instance, the SLAA could develop brochures or announcements that inform potential participants or users about the availability of an LSTA-funded summer reading program or state on-line database.

## **B. Workshops/CE Activities on Public Relations/Advertising**

Again, subject to the restraints of the three afore-cited OMB Circular, LSTA funds may be used to conduct workshops that teach librarians how to engage the public in specific library services and programs. The workshops would be instructional, rather than promotional. There should not be a component of the workshop that would fund the actual production of public relations materials, etc., unless the materials were designed to carry out a specific LSTA-funded project.

## **C. Public Relations/Advertising Projects**

Public relations/advertising projects per se are not allowable uses of LSTA funds EXCEPT in furtherance of addressing priorities 5 and 6 of the LSTA legislation. (See page 1) This means that a project whose purpose is to promote or market libraries or their services may not be funded with LSTA dollars unless they are used to address those groups identified in priorities 5 and 6.

## **IV. Conclusion**

The intent of the IMLS LSTA program is to support specific projects (that meet the six statutory priorities) and their related costs. The OMB Circulars provide further guidance on allowable and unallowable costs. SLAAs need to familiarize themselves with the limits on allowable costs for LSTA grant funds for advertising and public relations costs and must be aware of the explicit restrictions set out in the OMB Circulars. SLAAs should also make sub-grant recipients aware of the limitations on allowable costs for LSTA grant funds for advertising and public relations costs and provide written guidance where appropriate on this issue. **Please contact your State Program Officer for further guidance on advertising, public relations, and promotional materials costs as well as with general questions on allowable costs.**

## **Administrative or Indirect Rates**

### **A. Administrative or Indirect Rates Charged by Contractors**

Administrative rates are defined as those costs associated with the management and oversight of an organization's activities. The rates established by this policy are considered reasonable rates; thus, rates charged in compliance with these rates do not require supporting documentation.

Administrative rates charged by contractors may not exceed eight (8) percent of total contract costs billed except as set forth below.

1. Administrative rates charged by a university system may not exceed ten (10) percent of total contract costs billed.
2. Administrative rates that are charged under a contract with a university system where the parties jointly drafted the grant application shall be the administrative rate submitted in the grant application.

### **B. Administrative or Indirect Rates Charged by Sub-grantees**

Indirect costs are those costs incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to a single project. Costs may be facilities or administrative in nature. Per 2 CFR 200.414 and guidance from the Institute of Museum and Library Services (IMLS), beginning with grants and contracts awarded from LSTA FY2015 funds, contractors and sub-grantees may charge administrative or indirect rates to LSTA grants and contracts issued by the Missouri State Library.

1. The Federal Agency Acceptance of Negotiated Indirect Cost Rates will be accepted when supported by official documentation of the accepted negotiated rate
2. Any non-Federal entity that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC).

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts **up to the first \$25,000**. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000.

3. A contractor or sub-grantee may decline to receive payments for administrative or indirect costs.

## TIP SHEET FOR ALLOWABLE COSTS

### 2 CFR 200 Cost Principles

Allowable costs and cost allocation methods for work performed under an IMLS grant must be determined in accordance with the applicable federal cost principles. This tip sheet is only intended to provide a brief high-level overview of allowable cost issues that frequently arise. Readers are strongly cautioned not to rely exclusively on this summary, but to place primary reliance on the referenced regulations. The question of whether a particular cost is allowable is generally fact-specific, and therefore State Library Administrative Agencies (SLAAs) should refer to 2 CFR 200 or contact their Program Officer when determining whether a particular cost is allowable. Additional information on particular topics may also be available on the State Library Program Manual website.

The numbers in the tables below refer to the relevant sections in 2 CFR 200 Subpart E.

<b>Generally Allowed</b>	
Advertising & public relations* 421	Materials and supplies costs, including costs of computing devices* 453
Advisory councils* 422	Memberships, subscriptions, and professional activity costs* 454
Audit services* 425	Plant and security costs* 457
Bonding costs* 427	Professional service costs* 459
Collections of improper payments 428	Proposal costs 460
Compensation—personal services* 430	Publication and printing costs 461
Compensation—fringe benefits* 431	Recruiting costs* 463
Conferences 432	Relocation costs of employees* 464
Contingency provisions* 433	Rental costs of real property and equipment* 465
Depreciation* 436	Specialized service facilities* 468
Employee health and welfare costs* 437	Taxes (Including Value Added Tax)* 470
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Gains and losses on disposition of depreciable assets* 443	Training and education costs 472
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<b>Generally Not Allowed</b>	
Alcoholic beverages 423	Interest* 449
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Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements* 435	Organization costs 455
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Fund raising and investment management costs* 442	Rearrangement and reconversion costs* 462
General costs of government* 444	Selling and marketing costs* 467
Goods or services for personal use 445	Student activity costs* 469
Idle facilities and idle capacity* 446	

**\* Means there are exceptions or restrictions to the rule that are frequently applicable.**

*Updated 12/17/2015*





# Missouri Secretary of State **State Library**

## **LSTA PROGRAM FIVE-YEAR PLAN FOR YEARS 2023-2027**

# **LSTA Five-Year Plan 2023-2027**

For Submission to the  
Institute of Museum and Library Services

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## **Introduction**

The Missouri State Library is pleased to present this plan to use Library Services and Technology Act (LSTA) funds to enable Missouri libraries to move forward to meet the varied needs of our state's residents. Missouri is facing a similar changing landscape of technology and user expectations as many other states. The goals and programs described in this plan address the needs expressed through regional public library group meetings, library conference interactive presentations, Secretary's Council on Library Development discussions, the LSTA FY2018-2022 Plan evaluation, and surveys of library stakeholders. Three principal goals are designated for this five-year plan. These comprehensive goals will allow for a broad approach to continuing the development of strong library services in Missouri.

## **Mission Statement**

The Missouri State Library advances the development and improvement of library services throughout the state, provides direct library and information service in support of the Missouri state government, and strives to ensure all Missourians have equal access to library services.

## **Missouri Landscape**

### Population

The 2020 Decennial Census reported a total population of 6,154,913 for Missouri. This was a 2.6 % increase in population from 2010, a growth rate significantly lower than the national growth rate of 7.4 %. The 2020 Census data also showed a continuing trend of population movement from rural to urban areas throughout the state. The data also showed increasing diversity throughout the state. Overall, 77 % of residents reported a race of White alone, 11.33 % Black alone, 2.2 % Asian alone, 2.7 % as some other race alone, and 6.7 % as two or more races. Additionally, 4.9 % also reported being Hispanic or Latino ethnicity. Missourians under 18 years of age account for 22.4 % of the population, or 1,379,301 residents.

### Education

Of Missourians over the age of 25, 9.4 % have no high school degree or equivalency, and 2.9 % have less than a ninth grade education. Nationally, 11.5 % of the population is without a high school degree or equivalency. However, only 18.4 % of Missouri's population has a Bachelor's degree, compared to 20.2 % nationally (data.census.gov table S1501, 2020 ACS 5-Year Estimates). This shows slightly higher rates of the population have a high school education, but slightly lower rates of those with post-secondary education.

### Household

The median household income in Missouri is \$57,290, which is \$7,704 lower than the United States figure. Following the median income trend, 43.9% of Missouri households make less than \$49,999 per year, whereas 39% nationally fall in this category. Approximately 13% of persons in the state have incomes below the federal poverty level. The Missouri Economic Research and Information Center (MERIC) ranks Missouri as the 7<sup>th</sup> lowest composite cost of living in the United States, with housing cost being the 15th lowest in the nation (MERIC cost of living data series).

## **Library Landscape**

### Public Libraries

There were 149 tax-supported public library districts with 368 stationary outlets and 20 bookmobiles reported on the 2021 Public Library Survey (PLS). 91.4% (5,627,557) of the population is in the library service area of a stationary library. Thirty of the 114 counties do not have a county-wide library service, but 27 have public city or municipal libraries within the county. Three counties have no public library access. Using the National Center for Education Statistics (NCES) Urban Centric Locale Codes for the administrative entity, Missouri has 9 City, 17 Suburban, 53 Town, and 70 Rural library districts. While, the rural libraries make up the majority of the library districts, libraries with suburban or city NCES codes account for 62 % of the library service area population.

### School Libraries

The Missouri Department of Elementary and Secondary Education shows 518 public school districts and 37 Charter school districts enrolled a total of 859,332 students in the 2020-21 school year. Within these schools, there are 1,779 library- related positions.

### MOBIUS

Library services for college level students in Missouri's public and independent institutions are supported through MOBIUS, a consortium of 64 academic libraries, 11 public libraries, and 5 special libraries. The consortium serves as a platform for a shared integrated library system (ILS), providing patron initiated borrowing and a courier service to facilitate timely delivery of materials to support student and faculty research. The MOBIUS union catalog includes nearly 29 million items and, in FY 2020, MOBIUS libraries loaned 168,478 items and borrowed 158,922 items within the consortium.

### Missouri Evergreen

The Missouri Evergreen consortium was formed in 2012 for public libraries to share an integrated library system and provide patron initiated borrowing. A statewide courier service delivers requested items to libraries to support patrons' lifelong learning and enjoyment. In FY2022, Missouri Evergreen's 61-member public library districts has a collection of 3,866,068 items serving 865,777 patrons.

### Broadband Connectivity

Through the Missouri Research and Education Network (MOREnet), over 700 K-12 schools, colleges and universities, public libraries, state government, health care and other institutions are able to share a cost-effective, robust, reliable Internet network. Members are able to access Internet 2, videoconferencing, training, technical support, and online databases. The network supports over 600 Internet connections. The network is largely member funded, but state funding still supports the Remote Electronic Access for Libraries (REAL) Program, paying part of the cost of public library connections and for several online databases used by all members. MOREnet provides public library connections from 10 Mbps to 375 Mbps for 208 library outlets (101 library districts). Of those 208 library outlets, 198 outlets have a bandwidth of 20 Mbps or higher. Libraries with 10 Mbps bandwidth will soon be upgraded to a greater bandwidth.

### Library Staff

If distributed equally among the statewide LSA (Library Service Area), there would be one librarian or professional staff member with an American Library Association (ALA) certified master's degree in library science per 11,016 patrons. However, 87% of the ALA-MLS degreed persons work in one of the 26 City or Suburb library districts.

**Table 1- Public Library Staff with ALA-MLS**

Type of Library	Librarians with ALA-MLS	Professional Staff with ALA-MLS	Total Staff	ALA-MLS Percent of Total Staff
Statewide	324	172	4,403	11.3 %
City	138	58	1,338	14.6 %
Suburb	130	104	1,876	12.5 %
Town	31	6	622	5.9 %
Rural	25	4	567	5.1 %

In Missouri, 88% percent of public library districts are independent political subdivisions. Therefore, the library leadership not only has responsibility for planning and setting policy, but also has sole control of the library's funding and budget, setting of tax levies, and compliance with laws and regulations for the library's operation.

### **Prioritization of Goals**

Goal one involves building and sustaining information resources and is considered foundational to library service. Emphasis is placed on statewide initiatives, but support of the local infrastructure is important as well to ensure equity of access to library materials and services.

Goal two strives to bridge the information and digital divides across socioeconomic lines to foster a literate, competent and productive citizenry. Emphasis is placed on reaching people with limited or developing literacy, and underserved rural and urban populations. Statewide initiatives are given higher priority over local efforts.

Goal three is to strengthen the library workforce and leadership to deliver services and programs that best address the needs of Missourians in a timely, efficient and effective manner. While library workforce development is considered highly important, overall priority is given to meeting user needs. For example, meeting the digital literacy needs of patrons is a higher priority than providing continuing education opportunities for library staff.

## **GOAL 1:**

**Missourians have expanded services for learning and equity of access to quality library resources, services and technology to support individuals' needs for education, lifelong learning, and digital literacy skills.**

### **LSTA Goal Theme: Build and Sustain Information Resources**

#### ***LSTA Priority 1***

*Expand services for learning and access to information and educational resources in a variety of formats (including new and emerging technology), in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, economic and business development, health information, critical thinking skills, digital literacy skills, and financial literacy and other types of literacy skills.*

#### ***LSTA Priority 2***

*Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), for the purpose of improving the quality of and access to library and information services.*

## **GOAL 1 NEEDS ASSESSMENT**

A review of a web survey taken by 115 Missouri public library staff identified two of the top four most important sub-grants within the Build and Sustain Information Resources goal as important for their library and community. Survey respondents ranked the Technology Mini Grant as the most important sub-grant and the Technology Ladder Grant as the fourth most important sub-grant offered to continue to provide the best library service possible in the upcoming five years.

### **Resource Sharing and Resource Management**

According to NCES locale classifications, 91% of Missouri's small libraries have a town or rural designation. Efforts to improve equity of access with the provision of shared online resources, bibliographic discovery tools, as well as a courier service for delivery of interlibrary materials, have proven invaluable to these libraries and their patrons as affirmed through comments at focus group meetings and on customer service surveys.

Focus group participants rated courier service as the second most important program to support across all goals and programs. One participant observed, "Courier Grant allows our patrons to have access to a variety of materials that the library cannot purchase, but they are receiving service from the library."

### **Digitization Program**

The LSTA FY2018-2022 Plan's independent evaluators showed the Missouri's Digital Heritage digitization program "provides online information about Missouri's past through its database and website. During the 2018-2020 review period, 1,203,668 items were digitized and made discoverable to the public using LSTA funding for digital imaging. The MDH database makes 8 million items available to users. The MDH website had 3,215,440 pages viewed by 364,923 users over the course of the three years. Digitized materials and Dublin Core metadata describing the materials are indexed and stored for retrieval using the CONTENTdm image management software."

### **Broadband Connectivity and Technology Infrastructure Support**

From *Computer and Internet Use in the United States: 2013*: "For many Americans, access to computers and high-speed Internet connections has never been more important. We use computers and the Internet to complete schoolwork, locate jobs, watch movies, access healthcare information, and find relationships, to name but a few of the ways that we

have grown to rely on digital technologies. Just as our Internet activities have increased, so too have the number of ways that we go online. Although many American households still have desktop computers with wired Internet connections, many others also have laptops, smartphones, tablets, and other devices that connect people to the Internet via wireless modems and fixed wireless Internet networks, often with mobile broadband data plans.”

US Census table S2801 (2020 ACS 5 Year Estimates) estimates 226,485 Missouri households do not have a computing device in the home and 402,993 households are without any type of internet access. According to the table 25, 2% live in a household without high-speed internet access. Many people without a computer and/or high-speed internet access at home rely on the local public library to connect to the digital world.

In the article “The Importance of Digital Literacy in Today's World” published September 2021 in the online magazine, *Exploring Your Mind*, the author discusses four points in favor of improving digital literacy. The article posits that digital literacy develops critical thinking, allows for access to better jobs, favors social inclusion and development, and improves quality of life.

Additionally, focus group, survey respondents and interviews indicated the REAL Program and technology infrastructure support through grants and other means are essential for public libraries to meet patrons’ ever-growing technological needs and to keep up with the advancements in technology-based services. This is particularly important as the number of virtual visits increases as library services continue to move beyond the walls.

## **STRATEGIES**

**Strategy 1 (LSTA Priority 1):** The State Library will support a strong information resource and resource-sharing infrastructure to support individuals’ needs for education, lifelong learning, and digital literacy skills.

## **PROGRAMS**

- a. **Resource Sharing:** Partner with MOREnet, Missouri Evergreen, Missouri libraries, and other entities as appropriate to provide bibliographic discovery and resource-sharing tools; statewide access to online resources; courier service for interlibrary delivery of materials; and to assist with other resource sharing facilitation opportunities as appropriate (Years 1-5)
- b. **Digitization Program:** Partner with the State Archives and other Missouri cultural heritage institutions to create, maintain, expand and promote online digital collections (Years 1-5)
- c. **Grants and Other Funding:** Provide grants for or other assistance in obtaining funding for projects supporting information resources, resource-sharing, resource management, and services for learning (Years 1-5)

**OUTCOME 1 (LSTA PRIORITY 1):** Missourians have expanded services for learning and improved equity of access to quality library resources and services.

### **Targets:**

- Missouri Evergreen will increase the number of member libraries to 75 within the five year period.
- Courier service will maintain a 90% or higher satisfaction level.
- Metadata for Missouri Digital Heritage (MDH) collections will continue to be created in a manner that follows best practices.
- Usage of the MDH site will be monitored with an anticipated growth rate of 5% in hits over the duration of the five-year plan.



**Strategy 2 (LSTA Priority 2):** The State Library will partner with MOREnet, Missouri libraries and other entities, as appropriate, using state appropriations and other funds to provide a strong statewide and local technology infrastructure.

#### **PROGRAMS**

- a. Broadband Connectivity and Technology Infrastructure Support:** Public libraries will continue to participate in statewide Internet connectivity, technical support and technical training through the REAL Program and other means. (Years 1-5)
- b. Monitor and Support Network Development:** The State Library, local libraries and partners will monitor bandwidth use and demand and other network details to ensure strong technology infrastructures at the statewide and local levels. (Years 1-5)
- c. Grants and Other Funding:** Provide grants for or other assistance in obtaining funding for projects that improve the quality and effective use of technology offered by local libraries to meet user needs in their communities. (Years 1-5)

**OUTCOME 2 (LSTA PRIORITY 2):** Missouri libraries use a strong statewide and local technology infrastructure to best meet patron needs.

#### **Targets**

- Over the course of the five-year plan, 70% of Missouri's public libraries will implement system software or hardware to improve the operation and flexibility of their technology infrastructure.
- The REAL Program will maintain a 90% or higher satisfaction level.

## GOAL 2:

Strengthen and expand both quality and availability of library services appropriate to meet the educational, cultural, intellectual, workforce, personal and social development needs of Missourians, particularly persons with difficulty using the library and underserved rural and urban areas.

### LSTA Goal Theme: Target Library and Information Services

#### **LSTA Priority 5**

*Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.*

#### **LSTA Priority 6**

*Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with 42 U.S.C. § 9902(2)) applicable to a family of the size involved.*

## GOAL 2 NEEDS ASSESSMENT

The focus group survey showed participants identified “Literacy (summer reading, early literacy, digital literacy, STEM, etc.)” as the most important to Target Library and Information Services for their library and community in order to provide the best library service possible in the upcoming five years. Participants felt one of the most impactful programs involved summer reading.

### Wolfner Library and Other Services for People with Disabilities

According to the 2020 American Community Survey data, over 865,000 (14.4%) of Missouri’s non-institutionalized population has a disability of some type, an estimated 2.5% (151,992) have a vision difficulty, 4.2% (252,933) have a hearing difficulty and 5.8% (328,841) have a cognitive difficulty. As the population ages, a substantial increase in blindness, low vision and other print impairments is expected. Couple the current needs level with projected increases in the senior population, and the necessity for continued services for people with print disabilities becomes readily apparent.

Reports show that the Wolfner Talking Book and Braille Library had over 6,400 active individual readers in fiscal year 2021. Additionally, 97.8% of its surveyed patrons rated the overall quality of service received as Excellent or Very Good. Outreach efforts must continue with potential referral agents, partners, and key stakeholders to promote the availability of Wolfner services to all qualifying Missourians.

### Literacy and Life Skills Programs

Literacy is essential to success in today’s economy. Research shows that low family income and a mother’s lack of education are the two biggest risk factors that hamper a child’s early learning and development (National Center for Family Literacy, [www.famlit.org](http://www.famlit.org)). Studies, such as the Adult Literacy and Life Skills Survey, have shown that a lack of foundational life skills affects the economic, health and social well-being of individuals, families and communities. Libraries, as community anchors, can play a pivotal role in facilitating efforts that help individuals improve life skills to better address the challenges of daily and work life. Expanding library services to improve the literacy and life skills of Missourians is crucial.

Of Missourians over the age of 25, 11.5 % have no high school degree or equivalency, and 4.9 % have less than a ninth grade education. Another 26.7% have a high school degree or equivalency as their highest level of education (data.census.gov table S1501, 2020 ACS 5-Year Estimates). Enrollment in Missouri’s public 2 year and 4 year colleges and universities has decreased 16.6% from 2016 to 2021 – 20% of college undergraduate students in Missouri are age 25 or

older (NCES IPEDS 2020).

#### Business, Economic and Workforce Development

With Missouri's employment growing, there is a need for workforce development to aid in filling jobs and increase the labor force participation rate. Missouri had an unemployment rate of 3.6% as of March 2022 according to the [merit.mo.gov](https://www.merit.mo.gov) website. Its labor force participation rate was 63%, 0.4% lower than the national rate (data.census.gov table S2301, 2020 ACS 5-Year Estimates). A 2021 Workforce Employer Survey Report from the Department of Higher Education and Workforce Development showed that finding workers with appropriate knowledge or skills was the highest barrier to expanding employment, and that the number of employers reporting this as a hiring barrier increased by 13 percentage points since 2019 and 2020. Statewide labor shortages are most prevalent in three categories: Science and Technology, Health Care and Related, and Business and Sales, with health care showing the largest demand for employees statewide.

There are 368 public library facilities but only 28 full-service career centers operated by Missouri's Division of Workforce Development. Libraries help businesses and workforce development through research support, skills training, exam proctoring, resume and job search assistance, and more. Reports show that library patrons used public computers 1,185,331 times in 2021 alone for employment, to file taxes, conduct business and health research, complete homework, and other activities.

#### Targeted Library Program Development

- According to the Missouri Veterans Commission there are over 413,000 veterans in Missouri. Missouri public libraries can play a key role in providing practical and cultural resources to veterans when they reintegrate into the workforce and the community.
- According to US Census, American Community Survey 2020 ACS 5-Year data table S1601, approximately 361,104 Missourians speak a language other than English at home. Fluency in English is associated with greater earnings, occupational mobility and civic engagement.
- The 2020 American Community Survey 5-Year Estimates show that the poverty rate for those over the age of 65 is 8.6 %.
- The 2020 American Community Survey 5-Year Estimates show that the percentage of children under 5 years of age living in poverty was 19.1 %. Per *The Word Gap: The Early Years Make the Difference* by Laura J. Colker, by age 3, a 30 million-word gap exists between children from the wealthiest and poorest families. Vocabulary development during the preschool years is related to later reading skills and school success in general, which aids in having an educated and informed citizenry.

#### **STRATEGIES**

**Strategy 1 (LSTA Priority 5):** The State Library will partner with other agencies and local libraries in the improvement, expansion and/or development of inclusive and accessible library services and resources to meet the needs of people with disabilities.

## **PROGRAMS**

- a. **Wolfner Library Services:** In partnership with state and local agencies, provide and promote the Wolfner Talking Book and Braille Library services to qualifying individuals to meet patron needs. (Years 1-5)
- b. **Grants and Other Funding:** Provide grants for or other assistance in obtaining funding to support programs, services, and resources relating to library services targeting people with disabilities. (Years 1-5)

**OUTCOME 1 (LSTA PRIORITY 5):** Missourians with print and other disabilities have access to resources and services to meet their educational, cultural, intellectual, personal and social development needs.

### **Targets**

- Wolfner Library will maintain its customer service satisfaction level at 90% or higher.
- A survey of public library staff will show 90% of respondents have awareness of Wolfner Library.

**Strategy 2 (LSTA Priority 5):** The State Library and partners will encourage and support library service improvements to meet educational, cultural, intellectual, personal and social development needs, and improve participants' quality of life.

## **PROGRAMS**

- a. **Literacy Skills Development Programs:** In partnership with other agencies around the state, encourage and promote literacy skills development services encompassing a wide variety of topics and target audiences, including but not limited to: early literacy, family literacy, high school equivalency, summer reading, English as Second Language, STEM/STEAM, digital literacy, and financial literacy. (Years 1-5)
- b. **Life Skills Development Programs:** In partnership with other agencies around the state, encourage and promote life skills development services encompassing a wide variety of topics and target audiences, including but not limited to: personal finance, parenting, personal and family health, family skills, food literacy, and diversity awareness. (Years 1- 5)
- c. **Grants and Other Funding:** Provide grants for or other assistance in obtaining funding for projects that support library services and resources to enhance literacy and life skills development. (Years 1-5)

**OUTCOME 2 (LSTA PRIORITY 5):** Missourians have access to resources and services to meet their educational, cultural, intellectual, personal and social development needs

- Participation in the summer library program will increase by 5% for public libraries with a library service area of 100,000 or less.
- The number of public libraries offering STEM related materials will increase to 80 or more during the course of the 5-year plan.

**Strategy 3 (LSTA Priority 5):** The State Library and partners will encourage and promote activities that hearten library service improvements that target the economic needs of individuals and communities.

#### **PROGRAMS**

- a. **Workforce Development Programs:** Assist libraries across Missouri in developing and enhancing their provision of workforce development services, including but not limited to: job information, career readiness, resume development, computer literacy, and digital literacy. (Years 1-5)
- b. **Business and Economic Development Programs:** In partnership with state and local agencies, assist libraries in the development and/or enhancement of business information resources and services in their communities, with a special emphasis on small business development. (Years 1-5)
- c. **Grants and Other Funding:** Provide grants for or other assistance in funding projects that support library services and resources targeting workforce, economic and/or business development. (Years 1-5)

**OUTCOME 3 (LSTA PRIORITY 5):** Missourians have access to resources and services to meet their workforce, economic and business development needs, fostering a competent and productive citizenry and healthy communities.

#### **Targets**

- 55% of public libraries will provide business and economic workforce development services during the course of the five-year plan.

**Strategy 4 (LSTA Priority 6):** The State Library and partners will encourage and support activities to improve, expand and/or develop library services to targeted and underserved populations.

#### **PROGRAMS**

- a. **Children and Youth Services Programs Development:** Encourage, support, and promote activities to improve, expand, and/or develop library services and resources for children, age birth-18. Topics may include, but are not limited to, inclusive storytimes for babies and toddlers, programming for tweens and community partnerships to strengthen teen services. (Years 1-5)
- b. **Adult and Senior Services Programs Development:** Encourage, support, and promote activities to improve, expand, and/or develop library services and resources for adult and senior populations. Topics may include, but are not limited to, adult reading programs, services to seniors, and veterans. (Years 1-5)
- c. **Underserved Populations Programs Development:** Encourage, support and promote activities to improve, expand, and/or develop services and resources for targeted underserved populations. (Years 1-5)
- d. **Grants and Other Funding:** Provide grants for or other assistance in funding projects that support programs, services, and resources to targeted populations (Years 1-5)

**OUTCOME 4 (LSTA PRIORITY 6):** Persons having difficulty using a library and those in underserved urban and rural communities have improved access to library services that are pertinent to their unique needs.

#### **Target:**

- The number of Adult services programs offered through public libraries will show a 5% increase over the five-year plan.

### GOAL 3:

Current library workforce and leadership possess enhanced skills to advance the effective delivery of library and information services.

#### LSTA Goal 3 Theme: Strengthen the Library Workforce and Leadership

##### **LSTA Priority 3**

*(a) provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services, and (b) enhance efforts to recruit future professionals, including those from diverse and underrepresented backgrounds, to the field of library and information services.*

#### **NEEDS ASSESSMENT**

Providing high quality library service, as well as meeting the challenges of changing technologies and service needs, is dependent upon libraries having well-trained staff. The importance of staff training in improving library services was reinforced during discussions at focus group meetings. The LSTA FY2018-2022 Plan evaluators found 85% of training participants had implemented skills and knowledge gained through training, but participation had been decreasing prior to the pandemic.

One measure of capacity to provide high quality service is the percent of staff with a graduate degree. Statewide, there are 60% of public libraries without a staff member with an ALA-MLS. As more than 25% of libraries have less than \$100,000 in annual revenues, library district budgets do not support sufficient salaries to employ staff with a graduate level degree. However, all staff members need to be continually engaged in learning, whether through classes, workshops, reading, networking or other activities, to keep up with and improve their skills.

**Table 2: Library Director Education by Library Locale**

	High School Diploma/GED	Bachelors	ALA Certified MLS/MLIS	Other Graduate Degree	All Graduate
<b>Statewide</b>	30.9%	24.2%	34.2%	10.7%	45.0%
<b>City</b>	0.0%	0.0%	77.8%	22.2%	100.0%
<b>Suburb</b>	11.8%	0.0%	88.2%	0.0%	88.2%
<b>Town</b>	26.4%	30.2%	32.1%	11.3%	43.4%
<b>Rural</b>	42.9%	28.6%	17.1%	11.4%	28.6%

88% of the public library districts in Missouri are independent political subdivisions. The members of the library board have an even greater need for education regarding their roles, responsibilities, and duties to ensure compliance with laws and regulations for the library's operation.

For school library staff, the Missouri Learning Standards define the knowledge and skills students need in each grade level and course for success in college, other post-secondary training and careers. In April 2016, the Missouri State Board of Education approved Missouri Learning Standards for English Language Arts to include expectations relevant to library media specialists pertaining to finding literacy-building resources for teachers, conducting research, and integrating technology into school library services. In order to implement new or expand existing services, school library staff need to be engaged in continuing education activities to ensure new expectations are met.

## STRATEGIES

**Strategy 1 (LSTA Priority 3):** The State Library will invest in the professional development of the library workforce and leadership by providing high quality resources and training that support planning, development, implementation and management of strong local library service.

### PROGRAMS

- a. **Monitor Library Service Trends, Issues, and Opportunities:** Library Development consultant staff will monitor trends in library technical and public services, encouraging the implementation of and training in new or improved resources, services, programs, and best practices to support services for learning and access to content when fiscally and technologically prudent, with special emphasis on statewide initiatives. The consultants will promote awareness of library service trends and opportunities through regular communications, Missouri Secretary of State's website, and other means. (Years 1-5)
- b. **Consultant Services:** Provide point of need assistance on public and technical services questions from library staff and trustees as needed to address local issues. (Years 1-5)
- c. **Library Staff Skills Trainings:** Library staff will be offered up-to-date continuing education on a wide variety of topics and in a wide variety of formats to advance the delivery of library and information services. Trainings will be widely promoted to reach the greatest possible appropriate audience. When appropriate and feasible, the State Library will partner with state and local agencies in providing these training opportunities. (Years 1-5)
  - **Library Leadership Trainings:** Library trustees, directors and managers will be offered training on pertinent topics such as, but not limited to: community engagement, strategic planning, policy development, and budgeting to strengthen library leadership and management. (Years 1-5)
  - **Technology and Resource Sharing Trainings:** Library staff training opportunities will be provided on pertinent topics such as, but not limited to: information resources, resource-sharing, services for learning, technology planning, and the effective use of technology to strengthen the library's technology-based services. (Years 1-5)
  - **Disability Services Trainings:** Training will be provided to enhance library staff skills and programs on topics that improve library services to people with disabilities. (Years 1-5)
  - **Literacy and Life Skills Trainings:** Training will be provided to enhance library staff skills and programs on topics related to literacy and life skills development programs. (Years 1-5)
  - **Business, Workforce and Economic Development Trainings:** Training will be provided to enhance library staff skills and programs pertaining to business, workforce, and economic development. (Years 1-5)
  - **Children and Youth Services Trainings:** Training will be provided to enhance library staff skills and programs pertaining to youth services development. (Years 1-5)
  - **Adult and Senior Services Trainings:** Training will be provided to enhance library staff skills and programs pertaining to adult and senior services development. (Years 1-5)
- d. **Data Analysis:** Support statewide and national efforts to develop, collect and analyze appropriate measures to indicate the impact and value of library services. (Years 1-5)
- e. **Library Professional Development Collection:** Provide a current collection of library science materials available for loan to advance the delivery of library and information services. (Years 1-5)
- f. **Grants and Other Funding:** Provide grants for or other assistance in obtaining funds for individuals or groups to participate in continuing education events to enhance library leadership, library knowledge, skill level of the participant(s), planning and management skills. (Years 1-5)

**Outcome 1 (LSTA Priority 3): Library staff members have enhanced skills that improve service delivery to the public.**

**Targets**

- At least 85% of participants will report they have applied skills and knowledge gained through training, as indicated on the annual continuing education survey.
- Maintain an annual participation rate of 75% or higher of public libraries with at least 3 FTE who participate in one or more continuing education events during the course of the five-year plan.

**Outcome 2 (LSTA Priority 3): Library directors, managers and trustees possess enhanced skills to effectively lead Missouri libraries.**

**Targets**

- 75% of Missouri public libraries will have at least one library director or manager attend LSTA trainings to advance library leadership and management.
- 40% of Missouri public libraries will have at least one library board member attend LSTA trainings to advance library leadership and management.



## **Coordination Efforts**

Mindful of the need to eliminate waste, avoid duplication of effort, and leverage funds in a responsible manner to offer the best possible library service to the residents of Missouri, the Missouri State Library (MOSL) will continue to coordinate efforts at the State level through partnerships with the Missouri Research and Education Network (MOREnet), the Missouri's Department of Mental Health, the Missouri Department of Elementary and Secondary Education, the Missouri Department of Social Services, the MOBIUS Consortium, the Missouri Library Association, and the Missouri Association of School Librarians. Coordination at the national level will include participation in the Collaborative Summer Reading Program, and selected programs of the American Library Association and other entities.

New partnerships will also be explored including the Missouri Job Centers and the Missouri Department of Health and Senior Services.

Competitive grant project applicants will be encouraged to obtain input from local and statewide partners, as appropriate, in preparing proposals and implementing programs at the local level.

## **Evaluation Plan**

The following methods will be used to monitor progress toward meeting plan goals:

1. All statewide and local projects funded through LSTA will include an evaluation plan that uses output and outcome data to assess project impact. Specifically, continuing education events will measure levels of knowledge and implementation of program content; and grant projects will collect program participant data, as well as collect and disseminate best practices, statistics and anecdotal results.
2. Library Development staff will review the overall effectiveness and impact of LSTA-funded programs in addressing the goals at the conclusion of every grant cycle. Results-based management will be used in developing yearly plans that address current and emerging needs.
3. The State Librarian and Library Development staff will monitor the need for an amendment to this five-year plan based on the library environment, changes in funding, and other concerns that may affect plan implementation.
4. The evaluation of the full five-year plan will be conducted by an independent evaluator and will encompass retrospective assessments, process assessments and prospective analysis or other areas as identified by the Institute of Museum and Library Services.

## **Stakeholder Involvement**

The Missouri State Library used a multi-method approach to engage stakeholders in the development of Missouri's LSTA FY2023-2027 Plan. These included findings from:

- Missouri's LSTA FY2018-2022 Five Year Evaluation conducted by QualityMetrics, LLC., which included a web survey, staff interviews, interviews with project managers, and virtual focus group discussions.
- Virtual meetings and conference call discussions pertaining to specific topics with key stakeholders

Plan goals for LSTA FY2023-2027 were identified and prioritized. Library Development staff then drafted strategies and

activities for inclusion in the Plan. The final document was written by the Library Development staff and was presented to and endorsed by the State Librarian, Secretary of State Executive Staff, and the Missouri Secretary of State. The Missouri Secretary of State approved the plan on June 13, 2022. Key findings from the above and the LSTA FY2023-2027 plan will be presented to the Secretary's Council on Library Development on July 15, 2022.

Throughout the implementation of Missouri's LSTA FY2023-2027 plan, State Library staff will gather information from the library community and the Secretary's Council on Library Development regarding their concerns and needs in implementing the LSTA program and updating plan goals and programs as needed. These assessments will assist in measuring satisfaction with current services, prioritizing services currently provided, and identifying and prioritizing new services as appropriate.

### **Communication Procedures**

When notification from the Institute for Museum and Library Services (IMLS) of the approval of the Missouri State Plan is received the plan will be published on the MOSL website. Statewide promotion of the new plan will be provided through newsletters, announcements at the Missouri Library Association conference in October 2022, and other meetings during that time period. Printed copies will also be available upon request from MOSL.

Competitive grant awards will be posted on the MOSL website. Goals and outcome targets achieved under Missouri's LSTA 2022-2027 Plan will be published in IMLS State Program Reports, press releases, MOSL newsletters, website announcements, and other means as they become available.

An executive summary of the five-year evaluation will be posted on the MOSL website to document progress in meeting plan goals.

### **Monitoring Procedures**

As the designated SLAA granted federal LSTA funds through the IMLS, the Missouri State Library is required both by IMLS and by 2 CFR 200 to monitor sub-recipients' expenditures and administration of LSTA funds. IMLS requirements for monitoring sub-recipients' expenditures of LSTA grant awards are described in 45 CFR 1183.40. In addition, the Missouri State Library follows the preferred method of paying sub-grantees the majority of grant funds in advance, as specified in CFR 1183.21 (C). Finally, the Missouri State Library's monitoring policies and procedures reflect that provision in 2 CFR 200.501(d) which exempts non-federal entities from single audits of federal awards under \$750,000 (in the aggregate within a single fiscal year), but specifies that sub-recipients' "records must be available for review of audit by appropriate officials....." for monitoring and audit purposes.

The grant proposal and any project revisions provide the basis for the monitoring process. Each project is expected to closely follow the proposal and any subsequently approved project revisions. Monitoring of a grant project is handled in several ways, including phone calls, e-mails, formal reports, and site visits. Typically, a project will be monitored by Missouri State Library consulting staff through report reviews. No fewer than 10% of libraries awarded competitive grants will receive an onsite or virtual visit. During the visit, the consultant will observe project operation, examine related documents, and meet with project staff to gather additional information about the project. Other factors influencing the type of monitoring chosen include the size of the grant award, experience of the project director, and complexity of the project. After the monitoring visit, the consultant will prepare a written report. Copies of the complete report are maintained in MOSL grant files. A summary letter is sent to the Library Director and Project Manager.

## Definitions

### Addendum A

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.
- F. Eligibility of a library or library consortium for receipt of LSTA funds will be determined by the State Library.

**Focal Area Mapping**  
**Addendum B**

State Goal	IMLS Focal Area	Associated Project	IMLS Intent
#1 Build and Sustain Information Resources	Information Access	Resource Sharing	Improve users' ability to obtain and/or use information resources
		Resource Management	Improve users' ability to discover information resources
		Digitization Program	Improve users' ability to discover information resources
		Grants and Other Funding	Improve users' ability to discover information resources OR Improve users' ability to obtain and/or use information resources
	Institutional Capacity	Broadband Connectivity and Technology Infrastructure Support	Improve library's physical and technology infrastructure
		Monitor and Support Network Development	Improve library's physical and technology infrastructure
		Grants and Other Funding	Improve library's physical and technology infrastructure OR Improve library operations
#2 Target Library and Information Services	Lifelong Learning	Literacy Skills Development Programs	Improve users' formal education
	Human Services	Life Skills Development Programs	Improve users' ability to apply information that furthers their personal, family or household finances OR Improve users' ability to apply information that furthers their personal or family health and wellness OR Improve users' ability to apply information that furthers their parenting and family skills

#2 Target Library and Information Services	Lifelong Learning OR Human Services OR Civic Engagement	Grants and Other Funding	Improve users' formal education OR Improve users' general knowledge and skills OR Improve users' ability to apply information that furthers their personal, family or household finances OR Improve users' ability to apply information that furthers their personal or family health and wellness OR Improve users' ability to apply information that furthers their parenting and family skills OR Improve users' ability to participate in their community OR Improve users' ability to participate in community conversations around topics of concern
	Employment and Economic Development	Workforce Development Programs	Improve users' ability to use resources and apply information for employment support
		Business and Economic Development Programs	Improve users' ability to use and apply business resources
		Grants and Other Funding	Improve users' ability to use resources and apply information for employment support OR Improve users' ability to use and apply business resources
	Lifelong Learning	Children and Youth Services Programs Development	Improve users' general knowledge and skills
		Adult and Senior Services Programs Development	
		Underserved Populations Programs Development	
		Grants and Other Funding	

#3 Strengthen the Library Workforce and Leadership	Institutional Capacity	Monitor Library Service Trends, Issues, and Opportunities	Improve the library workforce
		Consultant Services	
		Library Staff Skills Training	
		Data Analysis	
		Library Science Resources Collection	
		Grants and Other Funding	

***The Missouri State Library works to strengthen  
libraries and library leadership in Missouri communities  
and strives to ensure Missourians have equal access to library service.  
--Missouri State Library Mission Statement***

The Library Services and Technology Act (LSTA), the major federal grant program for libraries, is provided through the Institute of Museum and Library Services (IMLS). It is a state-based program with a mandate:

- to use technology to bring information to people in innovative and effective ways
- to assure that library service is accessible to all, especially those who have difficulty using the library
- that emphasizes public libraries, but encourages interlibrary cooperation and partnerships with all types of libraries
- that emphasizes accountability and evaluation for all funded projects

IMLS has identified four purposes and six priorities for the use of Library and Services Technology Acts (LSTA) funds.

### **LSTA Purposes**

1. Enhance coordination among Federal programs that relate to library, education, and information services;
2. Promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States;
3. Facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry;
4. Encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public;
5. Promote literacy, education, and lifelong learning, including by building learning partnerships with school libraries in our Nation's schools, including tribal schools, and developing resources, capabilities, and programs in support of State, tribal, and local efforts to offer a well-rounded educational experience to all students;
6. Enable libraries to develop services that meet the needs of communities throughout the Nation, including people of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, residents of rural and urban areas, Native Americans, military families, veterans, and caregivers;
7. Enable libraries to serve as anchor institutions to support community revitalization through enhancing and expanding the services and resources provided by libraries, including those services and resources relating to workforce development, economic and business development, critical thinking skills, health information, digital literacy skills, financial literacy and other types of literacy skills, and new and emerging technology;
8. Enhance the skills of the current library workforce and recruit future professionals, including those from diverse and underrepresented backgrounds, to the field of library and information services;
9. Ensure the preservation of knowledge and library collections in all formats and enable libraries to serve their communities during disasters;
10. Enhance the role of libraries within the information infrastructure of the United States in order to support research, education, and innovation;
11. Promote library services that provide users with access to information through national, State, local, regional, and international collaborations and networks; and
12. Encourage, support, and disseminate model programs of library and museum collaboration.

### **LSTA Priorities**

1. Expand services for learning and access to information and educational resources in a variety of formats (including new and emerging technology), in all types of libraries, for individuals of all

ages in order to support such individuals' needs for education, lifelong learning, workforce development, economic and business development, health information, critical thinking skills, digital literacy skills, and financial literacy and other types of literacy skills;

2. Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), for the purpose of improving the quality of and access to library and information services;
3. (A) Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and (B) Enhance efforts to recruit future professionals, including those from diverse and underrepresented backgrounds, to the field of library and information services;
4. Develop public and private partnerships with other agencies, tribes, and community-based organizations;
5. Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
6. Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;
7. Develop library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and
8. Carry out other activities consistent with the purposes set forth in 20 U.S.C. § 9121, as described in the State library administrative agency's plan.

The Missouri State Library administers the grant program to all types of libraries in Missouri based on the purposes and priorities of LSTA and developed from the goals and outcomes identified in *Missouri State Library LSTA Program: Five-Year Plan for Years 2023-2027*.

### Missouri State Library LSTA Five-Year Plan Goals

1. **Build and Sustain Information Resources:** Missourians have expanded services for learning and equity of access to quality library resources, services and technology to support individuals' needs for education, lifelong learning, and digital literacy skills.
2. **Target Library and Information Services:** Strengthen and expand both quality and availability of library services appropriate to meet the educational, cultural, intellectual, workforce, personal and social development needs of Missourians, particularly persons with difficulty using the library and underserved rural and urban areas.
3. **Strengthen the Library Workforce and Leadership:** Current library workforce and leadership possess enhanced skills to advance the effective delivery of library and information services.

In evaluating the needs of the Missouri library community in light of the LSTA purposes and priorities, the Missouri State Library submitted a plan to IMLS which would provide funding for competitive grant opportunities. Libraries seeking grants will be asked to identify which LSTA priority and Missouri State Library goal are addressed through the project and give specific examples of how the project will meet its identified need.



**Missouri State Library**

# **LSTA State FY2024 Project Plan**

**Approved April 5, 2023**

**LSTA Grant Projects – Funding from Federal FY 2023  
(To be spent in State FY2024 – July 1, 2023 to June 30, 2024)**

***Note, all budget figures are estimates and subject to change based on actual contract quotes and grant applications received and awarded.***

**LSTA Statewide Projects**

**Missouri State Library Goal 1: Building and Sustaining Information Resources**

**LSTA Priority 1: Expand Services for Learning and Access to Information**

**LSTA Priority 2: Establish or Enhance Electronic Access to Library and Information Services**

**Show Me the World Courier Service  
Proposed Budget: \$503,446**

**CONTINUING**

The State Library will continue to support a two-day per week courier service for tax-supported public libraries which meet transaction benchmarks to make the service fiscally sound. Providing state funding for the courier service improves turn-around time for interlibrary loan (ILL) requests, streamlines and improves library staff workflows, increases the number of loans and requests, lowers the cost for each ILL transaction and helps to equalize access to resources for medium-size and small libraries. In FY2022, 1,045,900 items were exchanged among libraries in the state.

The State Library may also provide one additional day of courier service per week for libraries that show the potential to benefit from an additional day of service based on current use.

**Show Me the World Integrated Library System Consortium  
Proposed Budget: \$167,198**

**CONTINUING**

This project continues support for the Missouri Evergreen consortium for the purposes of acquiring and implementing a shared integrated library system (ILS). This system improves discovery and sharing of library resources and provides a low-cost alternative to systems owned and managed individually by libraries. There are currently 63 public libraries in Missouri Evergreen, with a total collection size eclipsing four million items. The consortium recruits primarily from public libraries, but could include school and special libraries as well. This is the eleventh successive award to provide funding for ILS hosting and support to the consortium. In SFY22 MOSL began funding migrations to Missouri Evergreen through a direct grant to the library, rather than through this project.

**Show Me the World Interlibrary Loan  
Proposed Budget: \$430,416**

**CONTINUING**

This program facilitates resource sharing by public libraries in Missouri and beyond, giving the ability for library staff and patrons to search a 3 billion record database of library materials. The State Library uses LSTA funds to pay for licenses for public libraries to use OCLC's FirstSearch and WorldShare Discovery services, and the cost for public libraries to use OCLC's interlibrary loan service. In FY22, patrons from 87 libraries requested 69,260 items for their users and loaned 50,320 items through this service.

**Statewide Digitization Project**  
**Proposed Budget: \$58,367**

**CONTINUING**

This project provides basic support and guidance for the Missouri Digital Heritage (MDH) portal based in the Office of the Secretary of State/Missouri State Library. The number of items accessible through MDH CONTENTdm passed 8 million items during SFY2022. In addition, MDH includes collections hosted at other institutions and resources from the Missouri State Archives. Students, researchers, the general public, county and local governments, public, academic and school libraries and local historical societies use these resources to explore the richness of Missouri's history and culture. The Missouri State Archives is a primary project partner, which contributes its own collections. Emphasis will continue to be placed on multi-partner projects on topics of statewide interest.

The State Library, as part of the Missouri Hub of the Digital Public Library of America (DPLA), will continue to monitor opportunities for ingests into the DPLA platform.

Statewide digitization project expenses will include the Missouri Digital Heritage database hosted service and a federated search product that acts as a web portal to all Missouri Digital Heritage collections, and may also support promotional and training efforts.

**Websites for Small Libraries**  
**Proposed Budget: \$47,290**

**CONTINUING**

A public library website is fundamental to a library's information resources. As of February 2023, there are five public libraries that use only social media as their online presence, eight libraries that have a node on a city/county website, one library that has no online presence at all, and 24 libraries that have an under-developed website. The goal of this project is to create a website template which public libraries with no or poor quality websites can use to provide or improve 24/7 access to the library catalog and other electronic resources, and information about library resources, services, and programs. Since the inception of the project, 23 library websites have been created.

## **Missouri State Library Goal 2: Targeting Library and Information Services**

### **LSTA Priority 5: Supporting an Educated and Informed Citizenry**

### **LSTA Priority 6: Serving the Underserved**

#### **STEM Kits**

**CONTINUING**

**Proposed Budget: \$13,600**

The Missouri State Library will create and circulate STEM kits to school and public libraries, in order to provide easy, hands-on learning opportunities. The target audience is all ages, but library staff will likely use these kits most frequently to provide programming and classroom projects for children ages 6-18. In SFY 2024, Teen Board Gaming (3), Cubetto School Bundle (3), and Sphero indi Education Robot Class Pak (3) will be added to the circulating STEM kits. The chosen kits provide two additional selections for pre-school/elementary aged patrons, currently under-represented in the kit offerings.

#### **Children's Literature Enhancement Tool**

**CONTINUING**

**Proposed Budget: \$222,000**

TeachingBooks will be used by librarians, school librarians, teachers, parents and students statewide, giving all readers insights and opportunities that deepen their understanding and joy of the books they are reading. New for SFY2024 will be the addition of the Missouri Collection Analysis Initiative. This year-long continuing education opportunity will equip, train, and empower participants to routinely examine the children and young adult books within their collection as well as those being considered/added to the collection. A dedicated, full-time Project Coordinator, supported by Nick Glass, Founder and Head, Managers of Business Development and Implementation and Education Support, Web Technology and Design Team, and the Implementation and Training Specialists.

#### **Memory Kits**

**NEW**

**Proposed Budget: \$12,000**

Almost 2.3 million seniors live in Missouri, which is 40% of the population. This number is projected to increase in the next several years. Memory kits are designed for people with dementia, memory loss or cognitive impairment. The goal is for these kits to help stimulate a conversation or reminisce with a person with cognitive issues. Three unique kits, three of each, will be assembled and added to circulation in SFY 2024. These kits will be promoted during conference presentations, and various opportunities throughout the state.

#### **Wolfner Talking Book and Braille Library**

**CONTINUING**

**Proposed Budget: \$365,776**

Wolfner Talking Book and Braille Library provides services for persons who have print disabilities whether physical or organic. Services include circulation of materials in digital audio, digital and physical braille, and physical large print. Wolfner also offers reader advisory assistance, an early literacy program for young children, summer reading programs for children, teens, and adults, an adult winter reading program, adult book clubs, virtual author visits, programs and more. There are currently 7,358 number of individual and 1,224 active institutions that are using Wolfner Library, with an annual circulation of 709,675. Library staff will continue to expand their outreach efforts to increase the number of users, with a target growth of 5% individual and institution members and a target growth of 7% increase in circulation for FY24. Wolfner staff will continue to upload locally recorded materials to BARD, so that they are more easily accessible to all National Library Service users; and continue their relationship with healthcare, public libraries and school professionals that are potential certifying agents for Wolfner Library Services.

### **Missouri State Library Goal 3: Strengthening the Library Workforce**

#### **LSTA Priority 3: Provide Training and Professional Development for the Library Workforce and Leadership**

##### **Library Staff and Administration Skills Training Proposed Budget: \$86,069**

***CONTINUING***

Library skills trainings are designed to deliver instruction on basic and advanced levels. Basic skills training will predominantly be available to paraprofessional library staff through the Alternative Basic Library Education (ABLE) and Library Learning Online (LLO) resources produced by the Idaho Commission for Libraries. However, basic topics pertaining specifically to Missouri issues may be held via multi-day intensive training sessions, webinars or single day regional workshops and be led by Library Development staff.

Potential topics for advanced skills trainings include Homeless Training Institute (\$12,069), Professional Development Collection (\$6,000), and Niche Academy (38,000). Other topics may also be presented, but are expected to make use of existing or new partnerships and are not expected to incur a cost. Trainings may be held via regional workshops, webinars, or webcasts and/or through the provision of resources.

##### **Children and Youth Services Training Proposed Budget: \$22,000**

***CONTINUING***

Youth Services webinars, webcasts and workshops will help public library staff develop or improve skills needed to implement or expand programs in their libraries to address the service needs of the children and youth in their communities. Topics for SFY2024 will include: Summer Library Programming, STEM/STEAM (Reimagining School Readiness Toolkit), Family Literacy/Early Literacy, Sensory Storytimes, School Librarian Basics (or similar), Teen Services Specific skillset, and Rebecca Antill – Food Education Consulting (former public librarian and former Youth Services Consultant for the South Carolina State Library).

## **Missouri State Library: Overarching Programs**

### **Library Development Proposed Budget: \$30,500**

***CONTINUING***

The Missouri State Library provides information and assistance to libraries on expanding services for learning and access to information and educational resources, on using technologies to expand electronic networks and provide electronic and other linkages among all types of libraries, on developing public and private partnerships, and on providing library services for persons meeting the LSTA criteria for targeted assistance. In addition to consultant services, staff manages statewide projects, prepares publications, and offers statistical support. Additionally, this project includes funding for the online grant management system.

### **Statewide Projects**

***CONTINUING***

Missouri State Library administered projects, contracts or subgrants to promote standards and best practices and to encourage and support networking, collaboration and resource sharing among Missouri's libraries. Projects must meet goals and objectives of the Missouri State Library LSTA Program Five-Year Plan for Years 2023-2027. Applications are available on an inquiry or invitation basis as funds allow.

## Competitive Grants

### Missouri State Library Goal 1: Building and Sustaining Information Resources

#### LSTA Priority 1: Expand Services for Learning and Access to Information

#### LSTA Priority 2: Establish or Enhance Electronic Access to Library and Information Services

##### **Digital Imaging Grants**

**CONTINUING**

**Proposed Budget: \$78,826**

This grant provides funding for scanning, cataloging and Web delivery of significant historical and cultural materials in Missouri and in Missouri history. Grants are restricted to projects involving original source materials. Priorities include importance of the collection including demonstration of patron demand; institutions doing their first project; demonstration projects that document best practices; projects involving underserved partners; and institutions adding metadata to existing digital collections. High priority is given to multi-partner projects on topics of statewide interest including newspaper digitization, which is overseen by the State Historical Society of Missouri. Two proposals were due in February 2023 for projects beginning April 2023.

##### **Library Automation Grants**

**CONTINUING**

**Proposed Budget: \$171,000**

Funding to facilitate automation of libraries that do not have an online catalog and for migration from one system to the next for libraries improving online access to collections. Priority will be given to libraries migrating to Missouri Evergreen. Anticipated costs include new technology or software, barcoding supplies, staff support, and other migration- or automation-related expenses.

##### **Technology Ladder Grants**

**CONTINUING**

**Proposed Budget: \$222,548**

This grant program helps public libraries improve their computer security, network performance, and provide reasonable computer resources to their patrons. Proposals were due in March 2023 for projects beginning April 2023.

##### **Technology Mini-Grant Grants**

**CONTINUING**

**Proposed Budget: \$335,000**

This grant is open to qualified public libraries needing to replace, upgrade or add new equipment or software. Projects should be of short duration including compilation of adequate evaluation measures. Proposals will be due in October 2023 for projects beginning December 2023.

## **Missouri State Library Goal 2: Targeting Library and Information Services**

### **LSTA Priority 5: Supporting an Educated and Informed Citizenry**

#### **LSTA Priority 6: Serving the Underserved**

##### **Educational Presenter Grant**

**Proposed Budget: \$40,000**

***CONTINUING***

This grant provides funds to bring an author presentation or an educational presentation to the community. Collaboration between local school and public libraries is strongly encouraged. Grant funds may be used for author fees, publicity and promotional items, collection development materials, additional staff hours to implement the project, and costs to transport youth from school, day camp or a licensed childcare agency. Projects that include collaboration between local, academic, school and/or public libraries will be given high priority.

##### **Spotlight on Literacy Grants**

**Proposed Budget: \$121,654**

***CONTINUING***

This grant program offers Missouri public libraries, academic libraries, and secondary or post-secondary school libraries the opportunity to serve patrons of all ages through programs that support an educated and informed citizenry. Programs must address a single target audience and literacy area, such as early literacy, digital literacy, STEM literacy, health literacy, financial literacy, civic literacy, cultural literacy, career literacy, etc. Collaborative efforts to better serve low-literacy populations are strongly encouraged. Applications were due in January 2023 for projects beginning March 2023.

##### **Summer Library Program Grants**

**Proposed Budget: \$305,000**

***CONTINUING***

Summer Library Program grants provide libraries with additional funds to expand opportunities for people of all ages to improve their reading skills, enrich summer learning experiences, and enhance opportunities for libraries to reach underserved summer populations. Applications will likely be due by December 1, 2023 for projects beginning February 2024.

##### **High School Equivalency Support**

**Proposed Budget: \$45,000**

***CONTINUING***

The Missouri State Library will partner with Missouri's Department of Elementary and Secondary Education (MO DESE) to promote their MOlearns free high school equivalency (HSE) program and encourage public libraries to support this effort as they are able. Additionally, the Missouri State Library will investigate, obtain and promote an online platform that helps individuals attain their HSE certification with support from their local public library in order to offer individuals seeking HSE certification to have multiple paths available, increase public library staff confidence and knowledge about HSE programs and resources, and enable public library staff to implement programs at the local level to help individuals obtain their HSE certification.

## **Missouri State Library Goal 3: Strengthening the Library Workforce**

### **LSTA Priority 3: Provide Training and Professional Development for the Library Workforce and Leadership**

##### **Show-Me Steps to Continuing Education**

**Proposed Budget: \$30,000**

***CONTINUING***



These grants provide financial assistance for Missouri library personnel and public library trustees to participate in continuing education and training opportunities, with some match of funds by local institutions. Trainings can be for individuals or groups. Applications are accepted throughout the year.

### **Missouri State Library: Overarching Sub-Grant Programs**

#### **Other**

As funds allow, the State Library may also develop other competitive sub-grant programs to address timely library service needs that meet LSTA priorities and Missouri State Library goals, and are in accord with Missouri's LSTA FY2023-2027 Plan.

PROGRAM	BUDGETS	PROJECT BREAKOUT
<b>BASIC TECHNOLOGY AND ONLINE RESOURCES</b>	<b>\$557,548.00</b>	
Technology Ladder Grants		\$222,548.00
Technology Mini-Grant Grants		\$335,000.00
<b>CONTINUING EDUCATION</b>	<b>\$183,069.00</b>	
Homeless Training Institute		\$12,069.00
Library Staff and Administration Skills Training		\$30,000.00
MOBIUS Conference		\$19,000.00
Professional Development Collection		\$6,000.00
High School Equivalency Support		\$45,000.00
Children and Youth Services Training		\$22,000.00
Show Me Steps to Career Development		\$30,000.00
Niche Academy		\$38,000.00
<b>LIBRARY PROGRAMS</b>	<b>\$40,000.00</b>	
Educational Presenter Grant		\$40,000.00
<b>LITERACY AND FOREIGN LANGUAGE</b>	<b>\$674,254.00</b>	
Spotlight on Literacy Grants		\$121,654.00
Summer Library Program Grants		\$305,000.00
Strengthen Missourians (Vets Now)		\$222,000.00
STEM Kits		\$13,600.00
Memory Kits		\$12,000.00
<b>STATEWIDE DIGITIZATION</b>	<b>\$137,193.00</b>	
Digital Imaging Grants		\$78,826.00
Missouri Digital Heritage		\$58,367.00
<b>SHOW-ME THE WORLD</b>	<b>\$1,323,350.00</b>	
Courier Service		\$503,446.00
Integrated Library System Consortium (Evergreen)		\$167,198.00
Library Automation Grants		\$175,000.00
Statewide Show Me the World (OCLC)		\$430,416.00
Library Websites (PLOUD)		\$47,290.00
<b>WOLFNER LIBRARY SERVICES</b>	<b>\$365,777.00</b>	
P/S Facilities		\$321,777.00
E/E		\$44,000.00
<b>LIBRARY DEVELOPMENT</b>	<b>\$30,500.00</b>	
LSTA Administration including Sec Council and Grant Management System		\$9,500.00

LD staff and resource development, including Clippings		\$15,000.00
LD Operation Support-Telecommunications, printing, mail, tech support		\$6,000.00
<b>OTHER</b>	<b>\$47,638.00</b>	
	<b>TOTAL</b>	<b>\$ 3,359,329.00</b>

## **The Grant Application Process**

### **1. Identify the need**

Describe the problem so you can focus on the desired outcome. Envision the solution and what needs to be accomplished to create the desired result.

### **2. Identify potential funding resources**

If seeking Library Services and Technology funding from the Missouri State Library, what grant application best fits the scope of the project? Occasionally you may need to apply for two separate grants to bring the project to complete fruition.

Find out if a local match is required. If so, what local resource(s) will you use? Local match can be local tax dollars or private donation, from a local or other funding source. Do not use other state or federal funds such as state aid or equalization dollars as the local match.

### **3. Identify applicable regulations and statutes**

Federal regulations provide the guidelines that federal agencies and their sub-grantees must adhere to in administering federal programs. The Office of Management and Budget has issued 2 CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Rewards*. The Uniform Guidance streamlines and centralizes eight formerly separate sets of administrative, cost, and audit guidance documents into one consolidated set of guidance. 2 CFR 200 took effect December 26, 2014 and applies to IMLS awards made on or after that date.

With respect to state and local statutes and regulations, the important issue to consider is whether they differ from those of the federal government. Federal regulations must always be followed. However, if state or local statutes or regulations are more restrictive than the federal statutes and regulations on certain issues, e.g. on allowable cost issues, then they supersede the federal statutes and regulations on those specific issues.

### **4. Plan well**

Careful planning is essential to the success of any grant project. This involves breaking your project into manageable components, including the activities, the evaluation approach, and the schedule and resources you will need to follow to complete the project successfully and on time.

**5. Write the grant and submit it ON TIME****6. Grant review**

The evaluation process is quite rigorous and consists of four stages. At any point during the review, the State Library may return to you with questions. The better researched and written the application, the fewer questions will be asked and the faster the process will go. The four stages are:

1. LSTA Coordinator
2. Library Development Consultants and/or Review Committee
3. Missouri State Librarian
4. Secretary of State Executive Staff

**7. Notification of grant award decision**

All attempts will be made to have applicants notified of the grant award decisions ten days prior to the start of the grant period. Applicants with approved grants will be notified by e-mail and through an award packet uploaded into the online grant management system. Applicants with denied grants will be notified via an email sent to the contact person in the grant system.

## **LSTA Comment and Complaint Process**

The first line of communication regarding comments and complaints about the Missouri State Library's LSTA Grant Program and its management are to be directed to the LSTA Coordinator. The LSTA Coordinator confers with Library Development and IMLS staff as needed. The LSTA Coordinator will respond as appropriate to the situation, either through a phone call, an e-mail message or a formal letter.

If the person making the comment or complaint is not satisfied with the information provided by the LSTA Coordinator, the comment or complaint will be sent to the Director of Library Development who will respond as appropriate to the situation.

If the person making the comment or complaint is not satisfied with the information provided by the Director of Library Development, the comment or complaint will be sent to the State Librarian who will respond as appropriate to the situation.

If the person making the comment or complaint is not satisfied with the information provided by the State Librarian, the comment or complaint will be sent to the Secretary of State Executive Deputy who will respond as appropriate to the situation. The Secretary of State Executive Deputy is the person of last resort and decisions are considered final.

## **LSTA Subgrantee Complaint or Reconsideration of Funding Process**

Subgrantees will be notified in a written letter about any variations to the budget between what was requested and what was awarded. Denial letters will include specific reasons as to why a grant application is denied. Both the letter of award with budget adjustments and the letter of denial contain a statement to address questions or concerns to the LSTA Coordinator via e-mail or phone calls. The LSTA Coordinator confers with Library Development and IMLS staff as needed. The LSTA Coordinator will respond as appropriate to the situation, either through a phone call, an e-mail message or a formal letter.

If the person with a complaint or reconsideration of funding request is not satisfied with the information provided by the LSTA Coordinator, the complaint or reconsideration of funding request will be sent to the Director of Library Development who will respond as appropriate to the situation.

If the person with a complaint or reconsideration of funding request is not satisfied with the information provided by the Director of Library Development, the complaint or reconsideration of funding request will be sent to the State Librarian who will respond as appropriate to the situation.

If the person with a complaint or reconsideration of funding request is not satisfied with the information provided by the State Librarian, the complaint or reconsideration of funding request will be sent to the Secretary of State Executive Deputy who will respond as appropriate to the situation. The Secretary of State Executive Deputy is the person of last resort and decisions are considered final.

## Common Grant Terminology

1. **Advance** – requesting funds from the State Library before you have actually spent those dollars. First payments are generally advance payments for project startup and continuation costs. These funds should be encumbered before requesting payment.
2. **Balance** – available funds, unobligated funds
3. **Bid** – a price offer; formal or informal process
4. **Certification** – assurance that what is stated is true
5. **Certifying Authority** - authorized official who can sign official paperwork to acknowledge that the application and reports submitted are accurate.
6. **Cost Analysis** – performed by the library before the application is submitted to the State Library. It shows the current market value of an item, set of items or service.
7. **Encumbrance** – an obligation has been made, but not yet paid for
8. **Obligations** – you have signed an agreement to make a purchase; orders have been placed; or contracts signed for services that require payment in the future
9. **Outcome** – changes in attitude, behaviors, knowledge, skills
10. **Outcome based evaluation** – Looks at the status of the situation before, during and after the project to determine the impact of the project on the community. Questions to consider: What do you hope to gain through the project? What will the successful program look like? What types of data do you need to collect to monitor the results? How will you gather that information? Generally, utilizes quantitative and qualitative measurements.
11. **Outlays/expenditures** – actual cash disbursements—payments
12. **Output** – evidence of service delivery. Generally quantifiable. Examples are number of patrons served, network reliability, number of sessions held, number of hours of an activity, etc.
13. **Procurement** – obtaining an item—generally through a purchase
14. **Reimbursement** – requesting payment from LSTA funds, for a service you have already paid for
15. **Results based management** - recognizes that a project is always a work in progress and that major or minor adjustments might be needed as the progress unfolds to have a greater impact on the community.
16. **Unexpended Balance** – the amount of money still to be spent

17. **Unobligated Balance** – money that is not committed within the project. This generally involves local funds or, when anticipated expenditures come in under budget, may be LSTA funds as well.





# LSTA GRANT CALL SCHEDULE

STATE FISCAL YEAR 2024

## SHORT TERM GRANT: TECHNOLOGY MINI GRANT

**APPLICATION DUE**

Oct. 1, 2023

**GRANT CYCLE**

Nov. 15, 2023 — May 15, 2024

**REPORTS DUE**

June 15, 2024

## INTERMEDIATE TERM GRANT: SUMMER LIBRARY PROGRAM

**APPLICATION DUE**

Dec. 1, 2023

**GRANT CYCLE**

Feb. 1, 2024 — Aug. 15, 2024

**REPORTS DUE**

May 1, 2024 | Sept. 15, 2024

## LONG TERM GRANTS: SPOTLIGHT ON LITERACY, DIGITAL IMAGING, TECHNOLOGY LADDER

### SPOTLIGHT ON LITERACY

**APPLICATION DUE**

Feb. 28, 2024

**GRANT CYCLE**

April 15, 2024 — March 31, 2025

**REPORTS DUE**

July 31, 2024 | Nov. 15, 2024 | April 30, 2025

### DIGITAL IMAGING

**APPLICATION DUE**

March 15, 2024

**GRANT CYCLE**

May 1, 2024 — April 15, 2025

**REPORTS DUE**

Aug. 15, 2024 | Dec. 1, 2024 | May 15, 2025

### TECHNOLOGY LADDER

**APPLICATION DUE**

April 1, 2024

**GRANT CYCLE**

May 15, 2024 — April 30, 2025

**REPORTS DUE**

Sept. 1, 2024 | Dec. 15, 2024 | May 31, 2025

## ONGOING: EDUCATIONAL PRESENTER AND SHOW ME STEPS TO CAREER DEVELOPMENT (INDIVIDUAL AND GROUP)

APPLICATIONS WILL BE ON THE SOS WEBSITE: [SOS.MO.GOV/LIBRARY/DEVELOPMENT/GRANTS.ASP](https://sos.mo.gov/library/development/grants.asp)

READ **SHOW ME EXPRESS** FOR GRANT CALLS

QUESTIONS? EMAIL: [LSTA@SOS.MO.GOV](mailto:LSTA@SOS.MO.GOV) OR CALL: 800-325-0131

	TYPES OF GRANTS	TYPE OF LIBRARY			
LIBRARY NEED	STRENGTHENING SERVICE THROUGH TECHNOLOGY	ACADEMIC	PUBLIC	SCHOOL	SPECIAL
<b>LSTA PRIORITIES</b> Expand Services for Learning and Access to Information Establish or Enhance Electronic Access to Library and Information Services		<b>MISSOURI STATE LIBRARY GOALS</b> Building and Sustaining Information Resources			
Technology needs including hardware, software and website design  <b>Long term projects</b>	<b>Technology Ladder</b> Open to qualified public libraries needing financial assistance for technology hardware, software and website development. Projects may be intricate in nature and/or require a longer timeframe to provide solid evaluation measures. Websites are required to be ADA compliant, contain a translation link, and link to state resources. Certain projects may require libraries to plan maintenance and upgrades for sustainability. Review the grant application for funding amounts.		X		
Technology needs including hardware and software  <b>Short term projects</b>	<b>Technology Mini-Grant</b> Open to qualified public libraries needing to replace, upgrade or add new equipment or software. Projects should be of short duration including compilation of adequate evaluation measures. Review the grant application for funding amounts.		X		
Digitization of significant historical and cultural materials in Missouri  <b>Long term projects</b>	<b>Digital Imaging</b> These grants provide funding for scanning, cataloging and Web delivery of significant historical and cultural materials in Missouri and in Missouri history. Grants are restricted to projects involving original source materials. Priorities include institutions doing their first project; demonstration projects that document best practices; and institutions adding metadata to existing digital collections. Review the grant application for funding amounts.	X	X		X

Improving online access to collections.	<b>Library Automation Grant</b> Funding to facilitate automation of libraries that do not have an online catalog and for migration from one system to the next for libraries improving online access to collections. Priority will be given to libraries migrating to Missouri Evergreen. Review the grant application for funding amounts.		X		
<b>Long term projects</b>					

	TYPES OF GRANTS	TYPE OF LIBRARY			
LIBRARY NEED	STRENGTHENING SERVICE THROUGH FOR LIFELONG LEARNING	ACADEMIC	PUBLIC	SCHOOL	SPECIAL
<b>LSTA PRIORITIES</b> Support an Educated and Informed Citizenry		<b>MISSOURI STATE LIBRARY GOALS</b> Strengthen educational, cultural, intellectual, workforce, personal and social development needs of Missourians.			
Bring an author or educational presentation to the community.	<b>Educational Presenter Grant</b> These grants provide funding to bring an author or educational presentation to the community. Projects that include collaboration between local academic, school and public libraries will be given high priority. Review the grant application for funding amounts.	X	X	X	

	TYPES OF GRANTS	TYPE OF LIBRARY			
LIBRARY NEED	STRENGTHENING SERVICE THROUGH TRAINING AND PLANNING	ACADEMIC	PUBLIC	SCHOOL	SPECIAL
<b>LSTA PRIORITIES</b> Provide Training and Professional Development for the Library Workforce and Leadership		<b>MISSOURI STATE LIBRARY GOALS</b> Strengthening the Library Workforce			

Training for individual or groups	<b>Show-Me Steps to Continuing Education</b> Grants provide financial assistance for library staff and trustees to participate in continuing education and training opportunities when local funds cannot finance the entire cost. Continuing education events can be for individuals or groups, but must be pertinent to the operational or service needs of the applicant's library. Review the grant application for funding amounts.	X	X	X	X
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	TYPES OF GRANTS	TYPE OF LIBRARY			
LIBRARY NEED	STRENGTHENING SERVICES FOR LIFELONG LEARNING	ACADEMIC	PUBLIC	SCHOOL	SPECIAL
<b>LSTA PRIORITIES</b> Support an Educated and Informed Citizenry, Serve the Underserved		<b>MISSOURI STATE LIBRARY GOAL</b> Targeting Library and Information Services			
For programs targeting literacy efforts through high school accreditation support, homework help, language skills development, etc.  <b>Long term projects</b>	<b>Spotlight on Literacy</b> This grant program offers Missouri public libraries, academic libraries, and secondary or post-secondary school libraries the opportunity to serve patrons of all ages through programs that support an educated and informed citizenry. Programs may encourage early literacy skill development, reading, language skills development, academic improvement, job skills development, computer skills development, financial literacy, STEM initiatives and health skills development. Collaborative efforts to better serve low-literacy populations are strongly encouraged. Review the grant application for funding amounts.	X	X	X	
Summer Library Programs for children, teens and adults	<b>Summer Library Program</b> Grants to expand opportunities for children, teens and adults to improve their reading skills; enrich summer learning experiences; and, enhance opportunities to reach underserved summer populations. Review the grant application for funding amounts.		X	X	

## **Grant Application Requirements**

1. **Application Form:** Gives an overview of who is responsible for the project and what it entails. For the brief description of the project, if you had the reviewer's attention for only 60 seconds, how would you describe your proposal including its benefits?
  
2. **Program Narrative:** Includes
  - a. LSTA justification (LSTA priority and MOSL goal)
  - b. Background information and customer service benefit
  - c. Project implementation and maintenance
  - d. Project evaluation: How will you identify your baseline? What outputs do you need to gather? How will the library measure the effectiveness of this project in ways that record project outcomes such as changes in attitudes, gained knowledge, improved skills, conditions changed or status improved?
  - e. Publicity: includes letting the public know about the project and acknowledging IMLS funding
  - f. Other questions pertinent to the specific grant, such as cooperative activities, sustaining the project beyond the grant period, etc.
  
3. **Budget Details**
  - a. Budget worksheet (LSTA and local funds) – watch match requirements – creates a line item budget to submit with the budget narrative.
  - b. Budget narrative – describes and justifies all project costs listed on the budget worksheet. Include explanations for both federal and local funds.
  - c. Cost analysis for a service, item, or set of the same item totaling \$3,000 or more.
  
4. **Certifications and signatures**
  - Be sure the proper digital signature is obtained.
  - In the absence of THE authorizing official, who else can sign documents of this nature?
  
5. **Quality Assurance Forms**

There are a variety of rules and regulations you are required to adhere to in order to insure program integrity, equal access, responsible use of funds, and compliance with federal and state regulations. These forms are included by link in the Certifications section of each grant application. These are:

  - a. **Certifications Regarding: Nondiscrimination; Debarment and Suspension; Drug-Free Workplace; Federal Debt Status; Lobbying; and Trafficking in Persons**  
 Make special note of:

- Debarment and Suspension: The certification ensures that those persons working on federally funded projects have not been debarred, suspended, or declared ineligible from receiving federal funds, convicted of or had a civil judgment rendered against them for fraud, embezzlement, theft, false statements, within the preceding three-year period, or had one or more public transactions terminated for cause or default.
- Drug-Free Workplace: Grantees must have a written policy that informs employees that the unlawful possession, distribution, or manufacture of a controlled substance in the workplace is not allowed. The policy must specify what the penalties are for violations. Grantees must have a drug-free awareness program.
- Federal Debt Status: Grantee cannot be delinquent in the repayment of any Federal Debt
- Lobbying: You cannot use these funds to influence federal agency officials or congress, State, or local election, referendum, initiative, or similar procedure.
- Trafficking in Persons: The grant, contract or cooperative agreement will be terminated if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act or uses forced labor.

**b. The Assurances – Non Construction Programs.** Make special note of:

- Equal Access: You cannot deny service or benefit on the basis of race, color, national origin, age, sex, or disability. Note there is a difference between targeting and exclusion.
- Responsible Use of Funds: Ensures proper planning, management and completion of the project including filing complete interim and final reports with the State Library in a timely manner.

**c. Internet Safety Certifications for Applicant Public Libraries, Public Elementary and Secondary School Libraries, and Consortia with Public and/or Public School Libraries**

- Assures that libraries using LSTA funds to purchase computers used to access the Internet, or to pay for direct costs associated with accessing the Internet, adhere to Section 9134(f)(1) of the Library Services and Technology Act (20 USC Chapter 72) in that they have in place a policy of Internet safety for minors that includes the operation of a technology protection measure that protects children from

computer access to visual depictions that are obscene; child pornography; or harmful to minors; and that this policy is enforced.

**d. Business Entity Certification**

- Grants administered through the Missouri State Library come under the jurisdiction of the Work Authorization Program [RSMO 285.530 (2)]. In brief, program regulations indicate that any entity receiving a grant award in excess of \$5,000 must:

- 1) Enroll and participate in the E-Verify federal work authorization program

**AND**

- 2) File an annual Business Entity Certification including the electronic signature page of the E-Verify Memorandum of Understanding you received when you enrolled in the E-Verify program, and Work Authorization affidavit with the State of Missouri stating it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

**e. Unique Entity Identifier**

- Starting in April 2022 IMLS (Institute of Museum and Library Services) requires all LSTA prime grant recipients (the State Library) to report information on federal sub-grant awards. A Unique Entity ID (UEI) is a 12-character (alpha-numeric) code that uniquely identifies all entities. UEIs are issued by SAM.gov and are a part of an entity's record in the Entity Information section of SAM.gov. Recipients of federal grant funds must have an active UEI in order to receive grant payments. This requirement comes from the Federal Funding Accountability and Transparency Act (FFATA). The Act is intended to empower every American with the ability to hold the government accountable for each spending decision.

## FREQUENTLY ASKED QUESTIONS

### 1. What is an Unique Entity Identifier?

A Unique Entity ID (UEI) is a 12-character (alpha-numeric) code that uniquely identifies all entities. UEIs are issued by SAM.gov and are a part of an entity's record in the Entity Information section of SAM.gov.

### 2. Why is a an Unique Entity Identifier required?

Starting in April 2022 IMLS (Institute of Museum and Library Services) requires all LSTA prime grant recipients (the State Library) to report information on federal sub-grant awards. Recipients of federal grant funds must have an active UEI in order to receive grant payments. This requirement comes from the Federal Funding Accountability and Transparency Act (FFATA). The Act is intended to empower every American with the ability to hold the government accountable for each spending decision.

### 3. How to request a Unique Entity Identifier?

To register an UEI, go to <https://sam.gov/content/entity-registration> and select "Get Started."

### 4. What is the difference between Personnel and Contractual Services?

Personnel costs involve people who are part of the library's staff. Contractual Services are businesses or individuals who will do work for the library but are not considered library staff.

### 5. Who is the Certifying Authority on grant applications for public libraries?

This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant. Typically, we see the signature of the library director or an officer from the Board, most frequently the Board President.

### 6. What is an indirect cost rate and what rate should my institute apply?

Indirect costs are those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to a single project. Costs may be facilities or administrative in nature. Per 2 CFR 200.414 and guidance from the Institute of Museum and Library Services, sub-grantees may charge administrative or indirect rates to LSTA grants and contracts issued by the Missouri State Library as follows:

- a. The Federal Agency Acceptance of Negotiated Indirect Cost Rates will be accepted when supported by official documentation of the accepted negotiated rate



- b. Any non-Federal entity that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC)

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts **up to the first \$25,000**. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000.

- c. A contractor or sub-grantee may decline to receive payments for indirect costs.

## **7. Who can sign the Certifications and Assurances forms?**

This individual must have the authority to sign legal binding agreements on behalf of the library. A signature and date on these lines indicate that the library approves the intent of the grant, will allow the designated project director or CE participant to oversee the project or attend the training, and can commit matching funds to the project when necessary. Typically, we see the signature of the Library Director.

## **7. Who can sign forms in the absence of the Library Director?**

In the absence of the Library Director, the individual who has been given the delegation of authority to commit the library to a legal binding agreement on behalf of the library can sign forms. Generally, delegation of authority should be documented in written policies and procedures which are available upon request.

## **For applicants requesting funds in excess of \$5,000**

## **8. How to find out if the library's e-verify documentation is up-to-date with the Office of Administration/Department of Purchasing and Materials Management (OA/DPMM)?**

To find out if the documentation is current, check out the OA/DPMM *Work Authorization Affidavits and E-Verify Documentation Received* list at <http://oa.mo.gov/sites/default/files/affidavits.pdf>. Instructions on the work authorization annual renewal process are at <http://oa.mo.gov/sites/default/files/rsmo.doc>. **The annual renewal affidavit should be sent to OA Division of Purchasing**, not the Missouri State Library.

## **9. If the e-verify documentation is up-to-date, what box is used on the Business Entity Certification form?**

Please complete and submit Box C of the Business Entity Certification form.

**10. If the library has never completed e-verify documentation for OA/DPMM, what needs to be done?**

- a. Please complete and submit Box B of the Business Entity Certification form
- b. Enroll in the e-verify program at  
[http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm)
- c. Submit the electronic signature page from the e-verify memorandum of understanding received at completion of the e-verify enrollment
- d. Submit the completed and notarized Affidavit of Work Authorization

*The Missouri State Library promotes the development and improvement of library services throughout the state, provides direct library and information service in support of the executive and legislative branches of Missouri State government and strives to ensure all Missourians have equal access to library services.*

**--Missouri State Library Mission Statement**

## **LSTA GRANT APPLICATION GENERAL INSTRUCTIONS**

- Applications are required to be entered in the online grant management system located at: <https://www.grantinterface.com/Home/Logon?urlkey=missourilibrary>
- Answer all questions. Failure to give the required information may eliminate an application from consideration.
- Use the linked spreadsheet. Do not convert the Excel spreadsheet to another format or overwrite the formulas.
- The appropriate digital signature, titles and dates must be included on the application.
- Certifications, and assurances forms are linked within the application and library agrees to these documents included by reference.
- Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Submit the completed application on or before the due date. Late applications will not be accepted.

## **LSTA GRANT APPLICATION ITEMIZED INSTRUCTIONS**

### **Part I: Application Form**

Login credentials are required to access grant applications and are limited to one set of credentials per library district. If you need login credentials, please contact Kayla Collins at [Kayla.Collins@sos.mo.gov](mailto:Kayla.Collins@sos.mo.gov). The login credentials are connected to the library information and will match the SAMII state payment system.

- *Project Director and/or Continuing Education (CE) Participant:* Give the name of person who will oversee the project and serve as a contact for reports or the person who will be attending the continuing education event.
- *Project Director/CE Participant E-Mail Address and Phone Number:* Give e-mail address and phone number of the Project Director or CE Participant.
- *Project Title or CE Activity:* Provide a brief title for the project, program or continuing education activity.
- *Continuing Education Budget (if applicable):* List the amount of funds reserved in the budget for continuing education activities for library staff
- *Staff Size (if applicable):* Provide the size/number of staff in paid full-time equivalent
- *CE Activity Date(s) and Location (if applicable):* Provide the date(s) and location of the CE event.
- *LSTA Funds Requested:* Show the total amount of LSTA grant funds being requested. Round down to the nearest dollar.
- *Local Match:* Show the total amount of local funds to be used for the project. Round to the nearest dollar.

## Part II: Program Narrative

This is the most important part of the application. Attach additional sheets with responses. Organize the narrative using the numbers and headings shown in the application.

Any required support materials should be uploaded into the application in the appropriate spot.

## Part III: Budget Worksheet and Budget Narrative

Fill in the budget worksheet provided with the application to create a line-item budget to be submitted with the budget narrative. Round all LSTA figures to the nearest whole dollar. Do not convert the Excel spreadsheets to Google Sheets or Apple Numbers. The spreadsheet will do the math for you if you use Excel. The amounts should match the figures provided in the budget descriptions in the application.

Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet. Requests for speaker/presenter costs must include fees, including travel expenses. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. Be sure LSTA funded items are fully justified and project specific. Budget categories and descriptions are provided below. Note that grants will vary as to the budget categories that will be eligible for funding as well as local match requirements.

BUDGET CATEGORY	DESCRIPTION
Equipment	Any item with a <u>single unit cost</u> of \$5,000 or higher and essential to the project.
Supplies	Technology and hardware such as computers, printers, and whiteboards; consumable supplies used for the project such as art materials, mailing supplies, card stock or paper for flyers; and collection development materials.  Desks, chairs, tables, etc. essential to the delivery of grant specific services to meet the accessibility needs of special populations. General furniture is not eligible.
Consultant Fees	Expenses related to acquiring the services of an <u>outside consultant</u> for the management, oversight and administration of the LSTA project. Costs may include consultant fees, travel, lodging, and support services hired directly by the consultant. The narrative should include the consultant(s) name if known and area(s) of expertise.
Personnel including salary, wages, and benefits	Salaries and benefits for additional library staff or additional staff hours for existing part-time staff or grant specific temporary staff.

Services and Software	List services provided by a third-party contractor or vendor. Examples of services include training providers, program presenters, and media costs including magazines, newspapers, radio, television and online advertisements. Please note that for training providers or program presenters the fee should be inclusive of travel costs.
Travel	Mileage, lodging, airfare, meals, taxi, shuttle, etc. to attend a training event. Mileage may be estimated at the current mileage rate (see <a href="https://oa.mo.gov/accounting/state-employees/travel-portal-information/mileage">https://oa.mo.gov/accounting/state-employees/travel-portal-information/mileage</a> ). Meal costs generally must be within the <a href="#">State of Missouri Meals Per Diem rate</a> . Lodging costs generally must be within the <a href="#">Domestic Per Diem Rates Guidelines (CONUS)</a> established by the United States General Services Administration.
Continuing Education for Individual Staff Member	Workshop or conference registration fees
Indirect Costs	Those costs incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to a single project. Costs may be facilities or administrative in nature. See Clarifications on Allowable Costs for further information.

#### Part IV—Certification and Signature

*Electronic Signature for Library and Library Organizations:* The digital application form must be signed by the administrative head of the library, library director, library board president or other authorizing authority. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board, school, or academic institution understands and approves the intent of the grant and will allow the designated project director or CE participant to oversee the project or attend the training.

*Electronic Signature for school applications:* The school principal or superintendent must sign the application form. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the school understands and approves the intent of the grant and will allow the designated project director or CE participant to oversee the project or attend the training.

#### Risk Assessment Review

Under the Uniform Guidance 2 CFR 200.331, the Missouri State library must evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring. The following rubric will be used to assess each subrecipient's risk. Use this rubric to verify that you are in compliance with the Federal statutes, regulations, and the terms and conditions of the subaward.

**Risk Level**

	Criteria	Low Risk =1 pt	Moderate Risk =2 pts	High Risk = 3 pts	Score
* 1	Size of the award - funding amount - Over \$25,000.00 = high risk, \$5,000.00 - \$24,999.99 = moderate risk, under \$5,000 .00 = low risk				0
* 2	Library Director/Project Director Experience – Directors have ample experience meeting the objectives = low risk, new Directors have sufficient experience meeting the objectives or may have no prior experience if complexity is not an issue = moderate risk, new Directors with no prior experience if complexity is an issue or continuing grantee that has had problems meeting program goals/objectives = high risk				0
3	Past history of project management - Institution met all prior program objectives specified in the grant agreement= low risk, Institution met most prior program objectives specified in the grant agreement = moderate risk, Institution had difficulty meeting most of the program objectives or there were significant issues= high risk				0
4	Audit - The most recent audit shows there are no significant unresolved audit findings = low risk, the most recent audit shows there were minor audit findings with pending corrective action = moderate risk, Institution has not had an audit or there are significant audit findings with pending corrective action = high risk				0
5	Timeliness and Accuracy of Reports and Payment Requests- almost always submitted timely and are accurate = low risk, are frequently late and/or contain some errors = moderate risk, are frequently late and/or contain significant errors and/or omissions = high risk				0
6	Other concerns, examples include, but are not limited to staff turnover, activities allowed/disallowed, issues with allowable costs, match requirements, any other concerns pointing to irregularity - document and justify score, 1 = no concerns, 2 = minor concerns, 3= significant concerns				0
	Risk assessment: Choose an item. Low=6 to 11, Moderate=12-14, High=15+				0

## Application Review

The following checklist will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.

Criterion	Comments	Score 1-10 1-Low 10-High
Project elements comply with guidelines		
Application demonstrates a strong project plan with a manageable timeline		
Appropriate and proactive promotional strategies. (Not applicable to Show Me Steps grants)		
Evaluation methodology provides strong project impact and measures		
Costs are allowable		
Budget detailed and justified		
Other comments affecting funding recommendation		
<b>Point Total</b>		

## Definitions

A **public library** is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.

A public elementary school or secondary **school library** is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.

An **academic library** is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.

A **special library** is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.

A **library consortium** is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

## Clarifications on Allowable Costs

**General Purposes:** The State Library receives funds for this program through the Library Services and Technology Act (LSTA) as administered by the Institute for Museum and Library Services (IMLS). IMLS does not allow the State Library to use LSTA funds in support of library management activities including leadership development, staff management, fundraising, advocacy, general marketing, or library design, redesign, space planning and construction.

**Advertising:** Advertising media includes magazines, newspapers, radio and television, direct mail, exhibits, bid announcements, electronic or computer transmittals, etc. Eligible as long as funds are used to promote the specific program detailed in the grant application and not the library in general.

**Indirect Cost:** These costs, often are referred to as “administrative” or “overhead” costs. Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization. Subgrantees have the following options regarding charging indirect costs to the LSTA grant:

1. The Federal Agency Acceptance of Negotiated Indirect Cost Rates will be accepted when supported by official documentation of the accepted negotiated rate



2. Any non-Federal entity that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC)

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000.

3. A contractor or subgrantee may decline to receive payments for administrative or indirect costs.

**Public Relations:** Specific expenses involved in a project to inform the public or the press about the specific project. Public relations costs, such as brochures, bags and bookmarks, promoting a specific project are allowable. The items should provide concrete information about the program such as gives name and date of the program, specifies targeted audience, how to register, etc. Unallowable items are those that give a general message such as “come to the library and read...we have good books.” Also ineligible are costs associated with awards, models, gifts, and souvenirs even if they are specific to the program.

**Promotional Items:** To be eligible as a supply, the items must clearly be educational and/or informational in nature. The context of the item is paramount. Applicants should be able to clearly show how an item will legitimately relate to and be used as an integral part of an educational component of the program. Items cannot be purely award, prize, or incentive oriented.

**Performers:** Eligible if there is an educational or informational component that incorporates the theme and has a library tie-in. Think “informances” rather than “performances”. Book talks, displays, etc. can help to tie all elements of the program together.

## Outcome Based Evaluation

Outcome-based evaluation (OBE), is the measurement of results. It identifies observations that can credibly demonstrate change or desirable conditions ("increased quality of work in the annual science fair," "interest in family history," "ability to use information effectively"). It systematically collects information about these indicators, and uses that information to show the extent to which a program achieved its goals.

Purposes:

IMLS believes the two most important purposes of evaluation are (1) to provide essential information for good decisions about priorities, deployment of resources, and program design and (2) to help communicate the value of initiatives (whether these are programs, services, or organizations— like libraries and museums).

The first step in choosing an evaluation method is deciding why to do it. Here are some good reasons:

- know the extent to which you've met your project or program goals;
- know the progress you've made towards large or long-term goals, and what's still needed;
- know the quality of your program or service (you define "quality" for the purpose of an evaluation—quality can include efficiency, productivity, cost control, effectiveness, value to a community, or a variety of other values);
- know if your program warrants more resources, fewer resources, or no resources at all (should continue, expand, or cease);
- communicate the importance of your program, service, or initiative to potential users, policy makers, and/or resource allocators.

This list is not exhaustive. You may want evaluation to meet all of these needs and more. The more purposes for evaluation, the more thought you need to give its design, and the more complex and expensive it will probably be. Few organizations can afford to cover all these bases. Your choices control scale and cost.

This table shows the four most common categories of messages about libraries or museums with some of the models for collecting and understanding information that typically support them. In order of increasing importance to most decision-makers *outside* the library and museum communities they are:

Message	Information Strategies for Understanding Museum and Library Performance*
How Much We Do	Inputs and outputs: statistics, gate counts, Web use logs, and other measures of quantity and productivity
How Well We Do It	Customer satisfaction, quality benchmarks, rankings
How Much We Cost/What We're Worth	Return on investment and cost:benefit calculations
What Good We Do/Why We Matter	<i>Outcomes measurement, impact assessment</i>

See the Webography at <https://www.imls.gov/grants/outcome-based-evaluation/webography> for examples of these approaches in the library and museum contexts. All of these messages and approaches (and others) can be valid. The *best* evaluation strategy depends on:

- the most important things that you want information to help you do or show,
- who you hope will use the information,
- how you want them to use it, and
- what you can afford or are willing to do.

Once you make those choices, identifying an evaluation approach; choosing methods, instruments, and samples; and developing specs, creating an RFP, or choosing an evaluator are much, much easier.

***Further information on outcome based evaluation is available at:***

**Shaping Outcomes** ([www.shapingoutcomes.org](http://www.shapingoutcomes.org)): Shaping Outcomes is an online course on outcomes-based planning and evaluation, which will help participants improve program designs and evaluations. It was developed through a cooperative agreement between IMLS and Indiana University-Purdue University, Indianapolis (IUPUI).

# The Logic Model for Program Planning and Evaluation

Paul F. McCawley  
Associate Director  
University of Idaho Extension

## What is the Logic Model?

The Logic Model process is a tool that has been used for more than 20 years by program managers and evaluators to describe the effectiveness of their programs. The model describes logical linkages among program resources, activities, outputs, audiences, and short-, intermediate-, and long-term outcomes related to a specific problem or situation. Once a program has been described in terms of the logic model, critical measures of performance can be identified.<sup>1</sup>

Logic models are narrative or graphical depictions of processes in real life that communicate the underlying assumptions upon which an activity is expected to lead to a specific result. Logic models illustrate a sequence of cause-and-effect relationships—a systems approach to communicate the path toward a desired result.<sup>2</sup>

A common concern of impact measurement is that of limited control over complex outcomes. Establishing desired long-term outcomes, such as improved financial security or reduced teen-age violence, is tenuous because of the

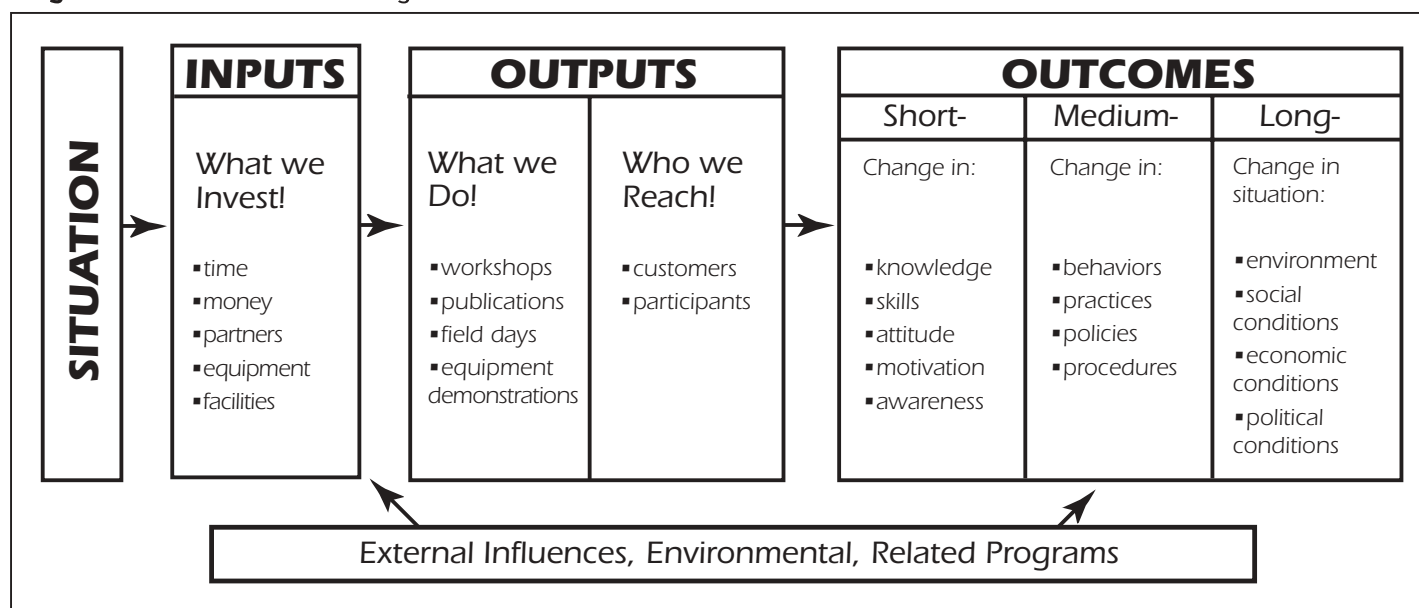
limited influence we may have over the target audience, and complex, uncontrolled environmental variables. Logic models address this issue because they describe the concepts that need to be considered when we seek such outcomes. Logic models link the problem (situation) to the intervention (our inputs and outputs), and the impact (outcome). Further, the model helps to identify partnerships critical to enhancing our performance.

## Planning Process

The logic model was characterized initially by program evaluators as a tool for identifying performance measures. Since that time, the tool has been adapted to program planning, as well. The application of the logic model as a planning tool allows precise communication about the purposes of a project, the components of a project, and the sequence of activities and accomplishments. Further, a project originally designed with assessment in mind is much more likely to yield beneficial data, should evaluation be desired.

In the past, our strategy to justify a particular program often has been to explain what we are doing from the perspective of an insider, beginning with why we invest allocated resources. Our traditional justification includes the following sequence:

**Figure 1.** Elements of the Logic Model.<sup>3</sup>



- 1) We invest this time/money so that we can generate this activity/product.
- 2) The activity/product is needed so people will learn how to do this.
- 3) People need to learn that so they can apply their knowledge to this practice.
- 4) When that practice is applied, the effect will be to change this condition;
- 5) When that condition changes, we will no longer be in this situation.

- 4) What knowledge or skills do people need before the behavior will change?
- 5) What activities need to be performed to cause the necessary learning?
- 6) What resources will be required to achieve the desired outcome?

The logic model process has been used successfully following the above sequence. However, according to Millar *et al.*,<sup>2</sup> logic models that begin with the inputs and work through to the desired outcomes may reflect a natural tendency to limit one's thinking to existing activities, programs, and research questions. Starting with the inputs tends to foster a defense of the status quo rather than create a forum for new ideas or concepts. To help us think "outside the box," Millar suggests that the planning sequence be inverted, thereby focusing on the outcomes to be achieved. In such a reversed process, we ask ourselves "what needs to be done?" rather than "what is being done?" Following the advice of the authors, we might begin building our logic model by asking questions in the following sequence.

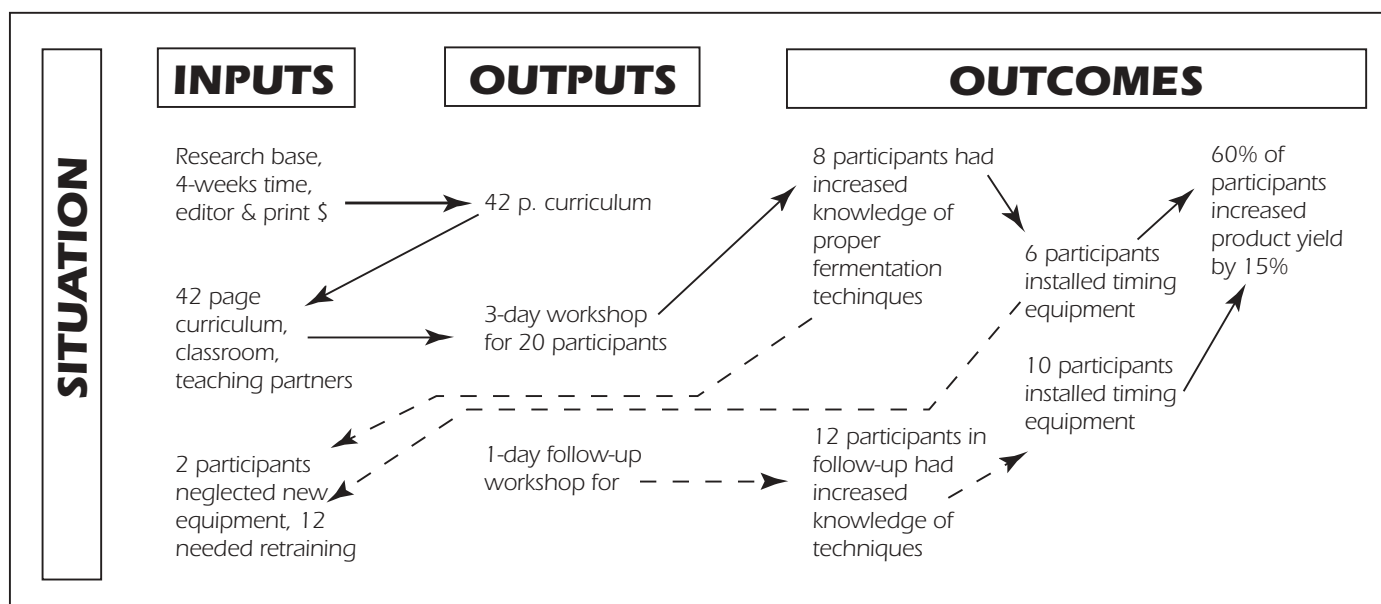
- 1) What is the current situation that we intend to impact?
- 2) What will it look like when we achieve the desired situation or outcome?
- 3) What behaviors need to change for that outcome to be achieved?

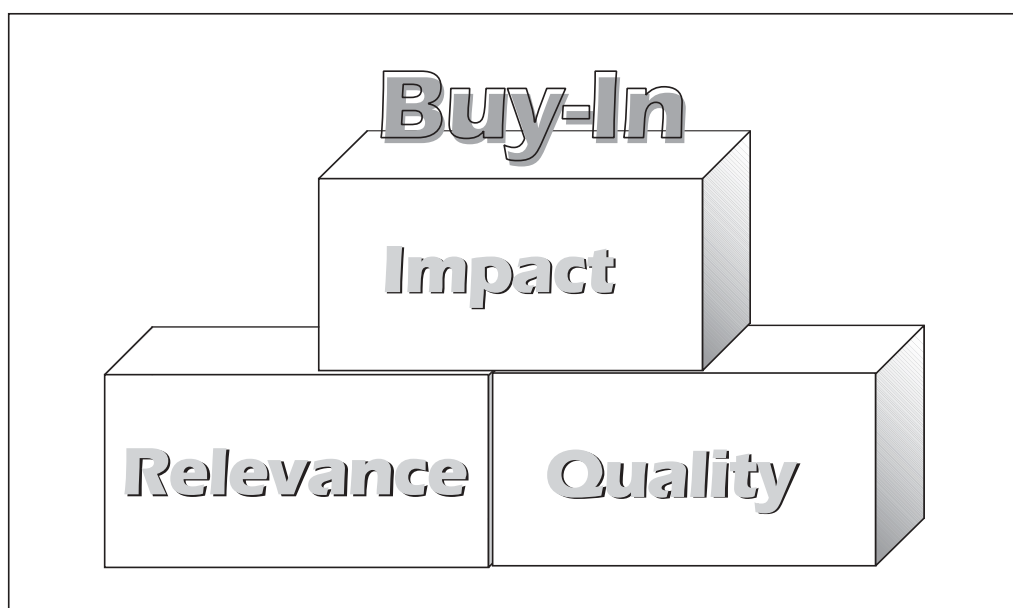
One more point before we begin planning a program using the logic model: It is recognized that we are using a linear model to simulate a multi-dimensional process. Often, learning is sequential and teaching must reflect that, but the model becomes too complicated if we try to communicate that reality (figure 2). Similarly, the output from one effort becomes the input for the next effort, as building a coalition may be required before the "group" can sponsor a needed workshop. Keep in mind that the logic model is a simple communication device. We should avoid complications by choosing to identify a single category to enter each item (i.e., inputs, outputs or outcomes). Details of order and timing then need to be addressed within the framework of the model, just as with other action planning processes.

### Planning Elements

Using the logic model as a planning tool is most valuable when we focus on what it is that we want to communicate to others. Figure 3 illustrates the building blocks of accountability that we can incorporate into our program plans (adapted from Ladewig, 1998). According to Howard Ladewig, there are certain characteristics of programs that inspire others to value and support what we do. By describing the characteristics of our programs that communicate relevance, quality, and impact, we foster buy-in from our stakeholders and audience. By including these characteristics within the various elements of the logic

**Figure 2.** Over-complicated, multi-dimensional planning model.



**Figure 3.** Structure of Accountability.

model, we communicate to others why our programs are important to them. The elements of accountability are further described in the context of the logic model, below.

### Situation

The situation statement provides an opportunity to communicate the relevance of the project. Characteristics that illustrate the relevance to others include:

- A statement of the problem, (What are the causes? What are the social, economic, and/or environmental symptoms of the problem? What are the likely consequences if nothing is done to resolve the problem? What are the actual or projected costs?);
- A description of who is affected by the problem (Where do they live, work, and shop? How are they important to the community? Who depends on them—families, employees, organizations?);
- Who else is interested in the problem? Who are the stakeholders? What other projects address this problem?

The situation statement establishes a baseline for comparison at the close of a program. A description of the problem and its symptoms provides a way to determine whether change has occurred. Describing who is affected by the problem allows assessment of who has benefited. Identifying other stakeholders and programs builds a platform to measure our overall contribution, including increased awareness and activity, or reduced concern and cost.

### Inputs

Inputs include those things that we invest in a program or that we bring to bear on a program, such as knowledge, skills, or expertise. Describing the inputs needed for a program provides an opportunity to communicate the quality of the program. Inputs that communicate to others that the program is of high quality include:

- human resources, such as time invested by faculty, staff, volunteers, partners, and local people;
- fiscal resources, including appropriated funds, special grants, donations, and user fees;
- other inputs required to support the program, such as facilities and equipment;
- knowledge base for the program, including teaching materials, curriculum, research results, certification or learning standards etc.
- involvement of collaborators - local, state, national agencies and organizations involved in planning, delivery, and evaluation.

Projects involving credible partners, built on knowledge gained from research and delivered via tested and proven curricula, are readily communicated as quality programs. Assessing the effectiveness of a program also is made easier when planned inputs are adequately described. By comparing actual investments with planned investments, evaluation can be used to improve future programs, justify budgets, and establish priorities.

### Outputs

Outputs are those things that we do (providing products, goods, and services to program customers) and the people we reach (informed consumers, knowledgeable decision

makers). Describing our outputs allows us to establish linkages between the problem (situation) and the impact of the program (intended outcomes). Outputs that help link what we do with program impact include:

- publications such as articles, bulletins, fact sheets, CISs, handbooks, web pages;
- decision aids such as software, worksheets, models;
- teaching events such as workshops, field days, tours, short courses;
- discovery and application activities, such as research plots, demonstration plots, and product trials.

The people we reach also are outputs of the program and need to be the center of our model. They constitute a bridge between the problem and the impact. Information about the people who participated and what they were taught can include:

- their characteristics or behaviors;
- the proportion or number of people in the target group that were reached;
- learner objectives for program participants;
- number of sessions or activities attended by participants;
- level of satisfaction participants express for the program.

## Outcomes

Program outcomes can be short-term, intermediate-term, or long-term. Outcomes answer the question “What happened as a result of the program?” and are useful to communicate the impacts of our investment.

Short-term outcomes of educational programs may include changes in:

- awareness—customers recognize the problem or issue;
- knowledge—customers understand the causes and potential solutions;
- skills—customers possess the skills needed to resolve the situation;
- motivation—customers have the desire to effect change;
- attitude—customers believe their actions can make a difference.

Intermediate-term outcomes include changes that follow the short-term outcomes, such as changes in:

- practices used by participants;
- behaviors exhibited by people or organizations;

- policies adopted by businesses, governments, or organizations;
- technologies employed by end users;
- management strategies implemented by individuals or groups.

Long-term outcomes follow intermediate-term outcomes when changed behaviors result in changed conditions, such as:

- improved economic conditions—increased income or financial stability;
- improved social conditions—reduced violence or improved cooperation;
- improved environmental conditions—improved air quality or reduced runoff;
- improved political conditions—improved participation or opportunity.

## External Influences

Institutional, community, and public policies may have either supporting or antagonistic effects on many of our programs. At the institutional level, schools may influence healthy eating habits in ways that are beyond our control but that may lead to social change.<sup>5</sup> Classes in health education may introduce children to the food pyramid and to the concept of proportional intake, while the cafeteria may serve pizza on Wednesdays and steak fingers on Thursdays. The community also can influence eating habits through availability of fast-food restaurants or produce markets. Even public policies that provide support (food bank, food stamps) to acquire some items but not others might impact healthy eating habits.

Documenting the social, physical, political, and institutional environments that can influence outcomes helps to improve the program planning process by answering the following:

- Who are important partners/collaborators for the program?
- Which part(s) of the issue can this project realistically influence?
- What evaluation measures will accurately reflect project outcomes?
- What other needs must be met in order to address this issue?

## Evaluation Planning

Development of an evaluation plan to assess the program can be superimposed, using the logic model format. The evaluation plan should include alternatives to assess the processes used in planning the program. Process indicators should be designed to provide a measurable response to questions such as:



- Were specific inputs made as planned, in terms of the amount of input, timing, and quality of input?
- Were specific activities conducted as planned, in terms of content, timing, location, format, quality?
- Was the desired level of participation achieved, in terms of numbers and characteristics of participants?
- Did customers express the degree of customer satisfaction expected?

The evaluation plan also should identify indicators appropriate to the desired outcomes, including short-, medium-and long-term outcomes. Outcome indicators also should be measurable, and should be designed to answer questions such as:

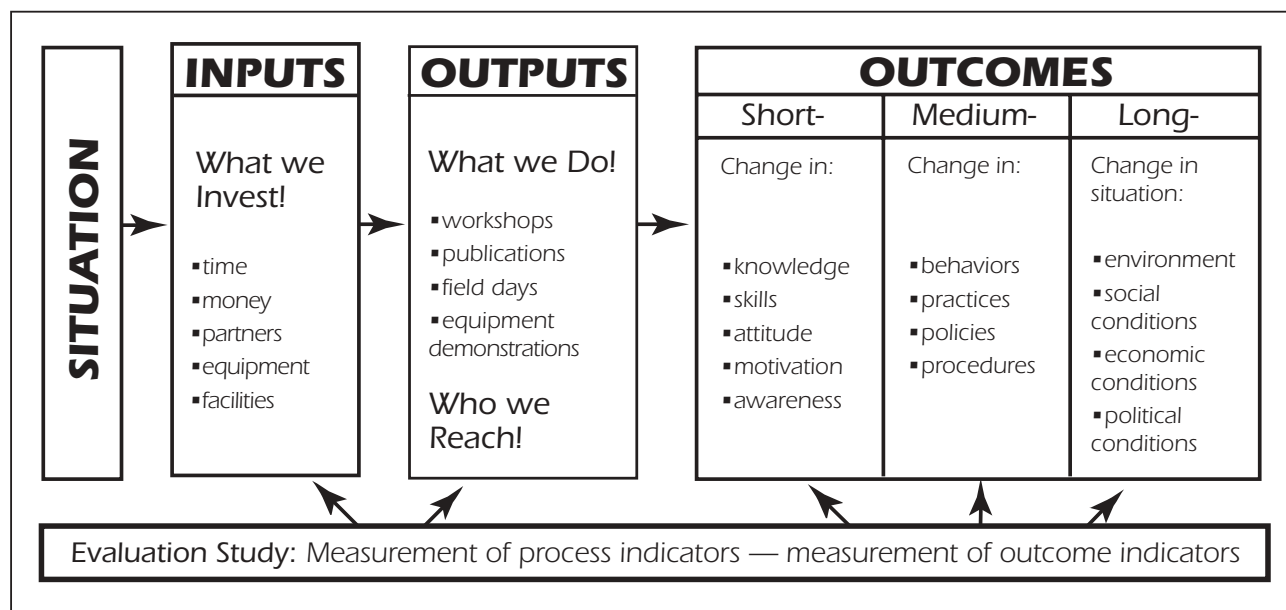
- Did participants demonstrate the desired level of knowledge increase, enhanced awareness, or motivation?
- Were improved management practices adopted, behaviors modified, or policies altered to the extent expected for the program?

- To what extent were social, economic, political, or environmental conditions affected by the program?

## Conclusion

Developing appropriate and measurable indicators during the planning phase is the key to a sound evaluation. Early identification of indicators allows the program manager/team to learn what baseline data already may be available to help evaluate the project, or to design a process to collect baseline data before the program is initiated. The logic model is useful for identifying elements of the program that are most likely to yield useful evaluation data, and to identify an appropriate sequence for collecting data and measuring progress. In most cases, however, more work on a project will be required before indicators are finalized. Outcome indicators to measure learning should be based on specific learner objectives that are described as part of the curriculum. Indicators to measure behavioral change should specify which behaviors are targeted by the program. Conditional indicators may require a significant investment of time to link medium-term outcomes to expected long-term outcomes through the application of a targeted study or relevant research base.

**Figure 4.** Insertion of evaluation plan into the logic model.



<sup>1</sup> McLaughlin, J.A. and G.B. Jordan. 1999. Logic models: a tool for telling your program's performance story. *Evaluation and Planning* 22:65-72.

<sup>2</sup> Millar, A., R.S. Simeone, and J.T. Carnevale. 2001. Logic models: a systems tool for performance management. *Evaluation and Program Planning* 24:73-81.

<sup>3</sup> Adapted from Taylor-Powell, E. 1999. *Providing leadership for program evaluation*. University of Wisconsin Extension, Madison.

<sup>4</sup> Ladewig, Howard. 1998-1999. Personal communication during sessions on "building a framework for accountability" with ECOP Program Leadership Committee (Tannersville, PA, 1998) and the Association of Extension Directors/ECOP (New Orleans, LA, 2000). Dr. Ladewig was a professor at Texas A&M University at the time of communication; he now is at the University of Florida.

<sup>5</sup> Glanz, K. and B.K. Rimer. 1995. *Theory at a glance: a guide for health promotion practice*. NIH pub. 95-3896. National Institutes of Health-National Cancer Institute. Bethesda, MD.

Issued in furtherance of cooperative extension work in agriculture and home economics, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, A. Larry Brannen, Acting Director of Cooperative Extension, University of Idaho, Moscow, Idaho 83844. The University of Idaho provides equal opportunity in education and employment on the basis of race, color, religion, national origin, age, gender, disability, or status as a Vietnam-era veteran, as required by state and federal laws.



Logic Model Template				
Project Title			Grant Period	
Project Description				
Resources	Activities/Methods	Outputs	Outcomes	Impacts
In order to accomplish set of activities, we will need the following:	In order to address our problem we will conduct the following activities:	We expect that these activities will produce the following evidence of service delivery	We expect changes in attitudes, behaviors, knowledge, skills resulted from this project	Organizational, community or procedural level changes resulted from this project.
Name of resources	Name of activities	Number of items	Increased number Percentage increase	Increased number Percentage increase
Other Results				
Anecdotal Information				
Exemplary Reason				

Logic Model Template				
Project Title			Grant Period	
<b>Project Description</b> <i>Describe the problem so you can focus on the desired outcome. Envision the solution: what needs to change; what knowledge or skills are needed for the change to happen; what activities are required; what resources are needed. Identify the potential impact.</i>				
Resources	Activities/Methods	Outputs	Outcomes	Impacts
In order to accomplish set of activities, we will need the following:	In order to address our problem we will conduct the following activities:	We expect that these activities will produce the following evidence of service delivery	We expect changes in attitudes, behaviors, knowledge, skills resulted from this project	Organizational, community or procedural level changes resulted from this project.
Name of resources  <i>What we invest:</i> - Time/Staff - Money - Partners - Equipment - Facilities - Knowledge Base	Name of activities  <i>What you do:</i> - Workshops - Publications - Publicity - Purchase Procedures	Number of items  <i>Quantitative</i>	Increased number Percentage increase  <i>Quantitative assessment</i> <i>Qualitative assessment</i>  <i>Often obtained through surveys or anecdotal information</i>  <i>Real-life stories</i>	Increased number Percentage increase  <i>Medium term:</i> - Changes in practice - Changes in policy - Changes in procedures  <i>Long term:</i> - Changes in situation (social, economic, political)

Missouri State Library Logic Model Example				
<b>Project Title</b> Our College Programs for Targeted Populations Project			<b>Grant Period</b> 9/1/2008 - 3/31/2009	
<b>Project Description</b> The non-traditional students who tele-commute to campus do not make use of our online resources. Our project seeks to address this by providing virtual tours of our online resources and by holding an online introduction to our four main databases including tips on how to perform efficient and effective searches. This will be done at the start of the Fall semester. We will especially target students new to our college. Sessions will be recorded and available on our website for use throughout the school year. Sessions will be updated at least annually.				
Resources	Activities/Methods	Outputs	Outcomes	Impacts
In order to accomplish this set of activities, we will need the following:	In order to address our problem we will conduct the following activities:	We expect that these activities will provide the following evidence of service delivery	We expect changes in attitudes, behaviors, knowledge, and skills as a result of this project	Organizational, community or procedural level changes resulting from this project
Grant Funding	Work with IT on mechanics	Number of patrons served	New patrons use databases	Improved Internet resource evaluation
Library Staff	Develop virtual tour	Number of online sessions	Online search skills improve	Use of resources leads to improved grades
IT Department	Develop online resources training targeting each of our four main databases	Number of training days	Authority of online resources established	Improved library skills
Technical Trainer Skills Workshop	Develop and utilize promotional materials for the virtual tours and online resources training  Provide virtual tours  Provide online resources training		Library skills increased	Improved lifelong learning skills
<b>Other Results</b>				
<b>Anecdotal Information</b>				
<b>Exemplary Reason</b>				

## **Grant Acceptance and Administration**

When you are awarded a grant, the award packet will be uploaded into the online grant management system in the library's profile. This packet will contain Award amounts, applicable explanation of changes to the requested amounts, and Application for Payment forms and other items pertaining to the administration of your grant. The signed Grant Agreement will be uploaded to the library's profile separate from the Award Packet. The digital Grant Acceptance Form, Interim, and final report forms will be available within the grant system. Grant reports in the online grant management system can be edited by the grantee in the order they are due once the prior report review has been completed by the State Library staff.

### **Grant Award Packet**

#### **1. Grant Agreement**

Specifies the terms and conditions of the grant award and its administrative and reporting requirements.

#### **2. Acceptance Form**

Be sure the proper digital signature is obtained and the form is submitted within the grant acceptance period (generally 10 business days from the start of the grant period).

#### **3. Application for Payment Forms**

The first payment request can be submitted as soon as funds are encumbered on or **after the official grant period start date** AND the grantee must begin spending these funds within 45 days.

For grants with three or more payments, a second payment request can be made in conjunction with the submission of the first interim report AND the grantee must begin spending these funds within 45 days.

The final payment request should not be submitted until project completion and in conjunction with the final report.

All payment requests should be submitted to [LSTA@sos.mo.gov](mailto:LSTA@sos.mo.gov).

### **Online Forms**

#### **1. Procurement Certification**

- If your library has policies established regarding bidding for purchases, you should use those policies in administering the grant funds and to document the bid process through the use of the Procurement Certification form. Note, the procurement procedures you follow must reflect applicable State and local laws and regulations, and conform to applicable federal law and the standards

identified in section 1183.36 of the Uniform Administration Requirements for Grants and Cooperative Agreements to State and Local Governments.

## **2. Report Forms**

- a. Interim and final narrative report forms:** Details the progress of your project throughout the grant period using a narrative format.
- b. Interim and final financial report forms:** Used to indicate the status of the LSTA budget in spreadsheet format. The spreadsheet also gives a detailed account of what has been purchased and the source of funding for each item or service. It includes purchases made with local and/or LSTA funds.

## **Grant Acceptance**

### **Long and Short Term Grants**

When the Grant Acceptance Form is submitted, we consider the grant activated. The document must have an authorized digital signature. Keep a copy for your grant file.

### **Ramifications**

By accepting grant funds, recipients agree to be bound by all applicable public policy requirements, many of which will be included by reference in the Grant Application and Grant Agreement. Failure to comply with the requirements may result in suspension or termination of the award and government recovery of funds. Failure to comply could also result in civil or criminal prosecution.

## **Routine Grant Administration**

### **Grant File**

You should have one file that contains all of the paperwork associated with your grant. This includes:

- |   |  |
|---|--|
| 1. Original application                               | 8. Outstanding report and payment forms                    |
| 2. Grant Agreement Standard Terms and Conditions      | 9. Invoices  |
| 3. Signed copies of the Certifications and Assurances | 10. Market analysis documentation                          |
| 4. Signed copy of the Grant Agreement by SOS official | 11. Bid process documentation                              |
| 5. Copy of the submitted Grant Acceptance Form        | 12. Promotional materials                                  |
| 6. Payment requests                                   | 13. Evaluation measures: statistics, surveys, etc.         |
| 7. Submitted reports                                  | 14. Documentation of contacts with the State Library staff |

**Reporting Requirements**

Long-term grants typically have a one-year grant period and require two interim reports and a final report. Short-term grants typically have a grant period of six months or less and require only a final report. Summer Library Program grants require one interim report and a final report.

**Requesting Payments**

Funds must be encumbered BEFORE requesting first and second payments with expected payout of those funds within 45 days. The final payment request must be submitted along with your final report. Note: payment receipt may be delayed if grant reports are incomplete or inaccurate or where the timing of the request falls in relation to the LSTA draw down cycle. All payment requests should be submitted to [LSTA@sos.mo.gov](mailto:LSTA@sos.mo.gov).

### **Grant Agreement Standard Terms and Conditions**

Should you be awarded a Spotlight on Literacy Grant, the return of the signed Grant Agreement from the Missouri Office of the Secretary of State's Library (hereinafter, the "State Library") to Grantee shall constitute acceptance of Grantee's Application and the overall Agreement along with the acknowledgement and acceptance by both parties of the Agreement terms and conditions. This Agreement is entered into between the State Library and the Grantee. In consideration of the mutual covenants, promises and representations in this Agreement, the parties agree as follows:

- (1) PURPOSE: The United States Congress pursuant to 20 U.S.C. §§ 9101 to 9123 has authorized funds to be used for improving library services. The purpose of this Agreement is to award to the Grantee the use of such funds, to be administered by the State Library, for the purposes specified in the grant application.
- (2) GRANT PERIOD: The grant period is specified in the Grant Acceptance form.
- (3) PAYMENT: Payment shall be made as follows:
  - (A.) The first payment shall be made within 45 days after the Grantee submits to the State Library the First Payment and signed Certifications and Assurances forms.
  - (B.) An interim payment for long term grant agreements, projects with a grant period of twelve months or longer, shall be made within 45 days after the Grantee submits to the State Library at least one Interim Report and the Request for Second Payment; provided that the State Library approves such reports and documentation.
  - (C.) A final payment shall be made within 45 days of receipt of all reports and documentation required under the terms of this Agreement; provided that the State Library approves such reports and documentation.
  - (D.) Any grant payment which includes travel shall be paid at the Office of Secretary of State's approved rates in effect at the time of the travel, or the grantees reimbursement rates, whichever is less.
- (4) SCOPE OF GRANT: The Grantee shall use the grant funds awarded under the terms of this Agreement as described in the Grantee's grant application which is attached and incorporated as part of this Agreement.
- (5) NOTICE: All notices, reports, or communications required by this Agreement shall be made in writing and shall be effective upon receipt by the Grantee or the State Library at their respective addresses of record. Either party may change its address of record by written notice to the other party.
  - (A.) Notice to State Library: Notices to the State Library shall be addressed and delivered to the following:  
 Grants Officer  
 Missouri State Library  
 600 W. Main  
 P.O. Box 387  
 Jefferson City, MO 65102-0387  
 Email: [LSTA@sos.mo.gov](mailto:LSTA@sos.mo.gov) or FAX: (573) 751-3612

- (B.) Notice to Grantee: Notices to the Grantee shall be addressed and delivered to the name and address on the Grant Award Acceptance form.
- (C.) Notice to Office of Administration: The Grantee shall notify the Office of Administration of the change of address through the Vendor Services Portal, Vendor Input/ACH-EFT Application at <https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>.
- (6) REPORTS: The Grantee shall submit to the State Library reports documenting the successful completion of all project activities pursuant to this Agreement. Required forms for submission of any Interim and Final Reports shall be included with this Agreement, along with instructions for completing the forms and instructions for inclusion of other project related materials as part of the Final Report.
- (7) PUBLICATION CREDIT: The grantee shall include in all publications or other materials produced in whole or in part with funds awarded under this Agreement the logo of the Institute of Museum and Library Services with the following text: "This (project/publication/activity) is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State".
- (8) RECORDS: The Grantee shall retain, for not less than ten years from the termination date of the grant period, records documenting the expenditure of all funds provided by the State Library pursuant to this Agreement. The Grantee shall, upon request, provide to the State Library any records so retained.
- (9) AUDIT AND ACCOUNTING: The Grantee shall comply with the Single Audit Act, as amended, and OMB Circular No. A-133. The Grantee shall use adequate fiscal control and accounting procedures to disburse properly all funds provided by the State Library pursuant to this Agreement. The Grantee shall deposit unused funds provided pursuant to this Agreement in an interest bearing account and use any accrued interest from the account for the work and services to be provided pursuant to this Agreement.
- (10) LAW TO GOVERN: This Agreement shall be construed according to the laws of the state of Missouri. The Grantee shall perform all work and services in connection with this Agreement in conformity with applicable state and federal laws and regulations including, but not limited to, the LSTA, Executive Order 12549 which provides that persons debarred or suspended shall be excluded from financial and non-financial assistance and benefits under federal programs, the Single Audit Act, as amended, and OMB Circular No. A-133. Other applicable laws are listed in the appendix.
- (11) SUBCONTRACTING: The Grantee may subcontract work and services set forth in this Agreement, provided that the State Library shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract. The Grantee shall be solely responsible for the services provided in connection with this Agreement and solely liable to any subcontractor for all expenses and liabilities incurred under the subcontract. For contracts where the award is in excess of \$5,000, no contractor or subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. In accordance with sections 285.525 to 285.550, RSMo, to reduce liability, the State Library shall require any general contract binding a contractor and subcontractor to affirmatively state that: a) the direct subcontractor is not knowingly in violation of subsection 1 of section 285.530, RSMo, and b) shall not



henceforth be in such violation and c) the contractor or subcontractor shall receive a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.

- (12) AMENDMENTS: Any change in this Agreement, whether by modification or supplementation, shall be accomplished by a formal written amendment signed and approved by the duly authorized representatives of the Grantee and the State Library, except that the Grantee may transfer an amount not to exceed one thousand dollars (\$1,000) from one budget item to another budget item designated in the Grantee's grant application without obtaining a formal written amendment.
- (12) INDEMNIFICATION: The Grantee shall be responsible for the acts, omissions to acts or negligence of the Grantee, its agents, employees and assigns. The Grantee shall hold harmless and indemnify the State Library, including its agents, employees and assigns, from every injury, damage, expense, liability or payment, including legal fees, arising out of any activities conducted by the Grantee in connection with or in any way relating to this Agreement.
- (13) SOVEREIGN IMMUNITY: The State of Missouri, its agencies and its subdivisions do not waive any defense of sovereign or official immunity upon entering into this Agreement.
- (14) INDEPENDENT CONTRACTOR: The Grantee, its agents, employees and assigns shall act in the capacity of an independent contractor in performance of this Agreement and not as an agent, employee or officer of the Office of the Secretary of State or the State Library.
- (15) HEADINGS: The underlined headings appearing within this instrument shall not be incorporated as part of this Agreement and are included only for the convenience of the reader.
- (16) ENTIRE AGREEMENT: This instrument embodies the whole agreement of the parties. No amendment shall be effective unless it is accomplished by a formal written amendment signed and approved by the duly authorized representatives of the Grantee and the State Library.
- (17) ACCESS: The Grantee, at any time during the grant period, shall provide to the State Library access to the site of the work being provided under this Agreement.
- (18) CFDA NUMBER: The Catalog of Federal Domestic Assistance number for this project is 45.310.

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*As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above Standard Terms and Conditions and the applicable statutes and regulations listed in Appendix A should a grant be awarded.*

---

Signature of Authorized Certifying Official (Grantee)

Date

---

Print name **and** Title of Authorized Certifying Official

## **Appendix A**

### **Statutes and Regulations Pertaining to LSTA Grant Awards**

#### **1. Museum and Library Services Act**

20 USC Chapter 72 – Museum and Library Services

#### **2. General Regulation for Administering the Grants**

2 CFR 3187 Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards

#### **3. Regulations Governing Nondiscrimination**

- a. 2 CFR 3187.12 Federal statutes and regulations on nondiscrimination
- b. 45 CFR 1110- Nondiscrimination in Federally Assisted Programs

#### **4. Other Applicable Regulations**

- a. 2 CFR 3185 and 2 CFR 180 Nonprocurement Debarment and Suspension
- b. 2 CFR 3186 and 2 CFR 182 Requirements for Drug-Free Workplace

#### **5. State and local statutes and regulations**

- a. Rules of Elected Officials, Division 30 – Secretary of State, Chapter 200 – State Library
- b. Work Authorization Program – Sections 285.525-285.550, RSMo

### «Project\_Name» Grant Acceptance Form

Library Name: «**Applicant\_Company\_Name**»  
 Library Address: «Applicant\_Mailing\_Address»  
                     «Applicant\_City», MO «Applicant\_Zip»  
 Grant Project Number: «**Grant\_ID**»  
 Grant Program: «**Project\_Name**»  
 Grant Type: **Long Term**  
 Project Director: «**Proj\_Dir\_First\_Name**» «**Proj\_Dir\_Last\_Name**»  
 Grant Period: «**Grant\_Begin\_Date**» to «**Grant\_End\_Date**»  
 First Payment Amount: \$«**First\_Payment**»  
 Second Payment Amount: \$«**Second\_Payment**»  
 Final Payment Amount: \$«**Final\_Payment**»  
 Total Grant Award Amount: \$«**Awarded\_Amount**»  
 Amendment Threshold: **\$1,000.00**  
 First Interim Report Due: «**First\_Due\_Date**»  
 Second Interim Report Due: «**Second\_Due\_Date**»  
 Final Report Due: «**Final\_Due\_Date**»

Sign this grant acceptance form and indicate if the grant is accepted or declined. This document may be submitted to the State Library by email, fax or mail. Keep a copy of the signed document for the institution's records. Do not begin encumbering funds before the start of the grant period.

---

*We do accept the grant:*

---

Signature of Authorized Individual  
**Typed First and Last Name:**  
**Job Title:**  
**Date:**

**OR**

*We do not accept the grant and the funds can be reallocated to other projects.*

---

Signature of Authorized Individual  
**Typed First and Last Name:**  
**Job Title:**  
**Date:**

## Amendments

Changes may be made formally and approved through a supplemental agreement or amendment to the original grant or informally through correspondence. Changes must be approved before committing LSTA funds. Do not rely on reimbursement of local funds spent before amendment is finalized. An amendment or Grant Adjustment Memo may be warranted by:

### **1. Budget changes**

- a. Moving over \$1,000 between existing budget categories
- b. Moving any funds into a budget category not in the grant award

### **2. Programmatic changes**

- a. Scope or objective of the project
- b. Extending the grant period
- c. Changes in key personnel if listed by name in the grant application
- d. Changes in subcontractor if listed by name in the grant application

Requests for Amendment must be submitted a minimum of 3 weeks before the end of the grant period. Contact the state library before you fill out the amendment form. If approved, we will draft the Amendment to your Agreement. The library representative, the State Librarian and the Executive Deputy Secretary of State must sign the Amendment prior to placing any orders. The [Request for Amendment](#) form is available online on the Missouri State Library Grant Programs page.

## Project Promotion

Receiving a LSTA grant is a recognition of excellence that should be shared with your community. As a recipient, you are required to acknowledge IMLS support and take steps to extend the award's impact on the community at large. Working with the media is one of the most economical ways to develop a strong, positive presence in your community. IMLS has developed guidelines designed to help you do that, particularly if your organization hasn't had much experience with media relations in the past. The Media tips, including the use of the IMLS logo, are available at <http://www.imls.gov/recipients/grantee.aspx>.

The full IMLS acknowledgment text is: "This (project/publication/activity) is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State".

The shortened version is: This (program/project) was funded in part with a federal grant from the Institute of Museum and Library Services as administered by the Missouri State Library."

**Partial Guidelines for IMLS Acknowledgement**  
 from: [http://www.imls.gov/recipients/imls\\_acknowledgement.aspx](http://www.imls.gov/recipients/imls_acknowledgement.aspx)

### **Tips for Sharing Your News with the Public**

Your grant is an achievement that you should share with your community. Here are some ideas for basic publicity that can help extend the news of your award, build goodwill with your key stakeholders, and educate the public about your value to the community.

### **Interacting with News Media**

Develop a distribution list in advance. To reach the broadest audience, your list should include local newspapers, radio stations, television stations, and wire services, such as the Associated Press. Are there reporters who regularly cover your activities? Address the release to the features editor or education editor at the newspaper and to the assignment editor at television or radio stations. Your distribution list could include online media and blogs, local newspapers, radio stations, television stations, and news and wire services.

- ***Prepare a News Release.*** The basic way of communicating with news media about your IMLS grant is with a news release. An effective release provides the “who, what, when, and where” of your news announcement and contact information for someone at your museum or library who can provide additional information. You may also include a quote from the IMLS director and statistics about the number of applicants to the IMLS grant.

One strategy for getting attention for your release is to tie your announcement to a relevant event or to a current news issue. Is your institution planning a community day, a major announcement, or an anniversary commemoration? Is there an upcoming community-wide arts or humanities week? If you can link your announcement with other activities or events, you increase the chances of capturing media attention. Similarly, you can package your story in the context of other local or national issues by including a quote that ties your grant award to the larger issue.

- ***Issue your release.*** Email the release to your distribution list, sending to one person at each outlet at a time. Do not copy others on your email, and be sure to include a personal note above the release that shows the recipient you know they cover this type of news. Remember timing. There are a variety of factors that determine whether your story will receive coverage. If there is an urgent news event, hold your release for a quieter news day. The time of day and day of the week are also factors to consider. Remember that morning is often the best time for television, and avoid releasing news on a Friday afternoon or over the weekend. Likewise, Monday mornings can be crowded with big news that was not covered over the weekend. Some papers and TV stations require a few weeks’ notice to prep the piece for

publication or air time, so give them as much advance notice as possible, if there is a date-specific event you are tying it to.

- **Pitch the story.** Follow up your release by emailing key media contacts to confirm their receipt and to pitch your story. Present the facts quickly and emphasize why this would interest readers or viewers. If there is interest and relevance, you might offer to set up an interview with the director or a behind-the-scenes tour of your facility. The most important part of an email pitch is the subject line. It is being reviewed along with hundreds of others in the course of a day, so yours must stand out. Think in terms of why someone in your community would care about this news – what's it to them? If you are offering VIPs and dignitaries for interviews, have their contact info ready to go and make sure they have the heads up and are willing to take the interview.

## Social Media

Social media sites such as Facebook, Twitter, Pinterest, You Tube, and Instagram, are powerful tools for sharing news of your institution with a potentially large number of people and engaging them in an interactive way. Using social media can be economical; the sites require only an email address to establish your presence. To maintain them, however, requires an investment of time because visitors expect content that is timely and new.

If you already have social media presence on at least one platform, use it (or all the ones you have) to amplify your news to a broader audience. IMLS will be sharing your award on our social media platforms – and you should comment on and share our posts, as well as create your own native content and share it yourself. Be sure to let key groups in your community know about the news so they will like and share it to their followers too! Pictures are worth 1,000 words, so use pictures as much as possible, and since video is so easy to generate now with just a smart phone, consider doing a quick, one-minute video to announce the grant and thank everyone involved or talk about how it will be applied.



**Twitter**

Great news! [your institution's name that received a grant] just received an @US\_IMLS grant! [insert link to the IMLS press release listing your grant award]

[Your institution's name that received a grant] is excited to announce that we received a grant from @US\_IMLS! [insert link to the IMLS press release listing your grant award]



Facebook fans, I am excited to announce that [your institution's name] received a grant from @USIMLS! We are looking forward to [briefly explain what your grant will be used for]. [Insert link to the IMLS press release listing your grant award] [www.facebook.com/USIMLS](http://www.facebook.com/USIMLS)

We have great news! [Institution that received the grant] just found out that we received a grant from @USIMLS to [explain what your grant will be used for]. Read more: [Insert link to the IMLS press release listing your grant award] [www.facebook.com/USIMLS](http://www.facebook.com/USIMLS)



[Institution that received the grant] just received a grant from the @US\_IMLS!

So excited to announce that [your organization's name or I] was awarded a grant from @US\_IMLS!

### **Stakeholder Outreach**

In addition to using traditional media and social media, your stakeholders – the many groups on whom your success depends – can help get the word out. The more you can share your grant with different audiences, the more that people understand the role and the importance of libraries.

Every grantee will have different groups and organizations that are stakeholders in their grant. Before you even applied for this grant, you probably already thought about groups in your community that would benefit from your grant or be interested in it. Here is a sample list of contacts to consider:

- local schools
- museums
- city council
- nearby library systems
- after school programs
- the tourism board
- convention center
- chamber of commerce
- professional society newsletters
- community calendar listings

## **Grant Monitoring**

### **Purpose**

The Missouri State Library is required to ensure that the agencies to which it awards LSTA funds administer them as proposed and in accordance with applicable law and rules.

Monitoring of a grant project is handled in several ways, including:

- Monitoring by phone calls
- Monitoring by informal e-mail communication
- Monitoring by formal reports required by grant agreements
  - Interim reports
  - Payment requests
  - Final reports to complete grant project evaluation
- On-site support visits provide the opportunity for Library Development Division staff to assist agencies in administering grants. The purpose of the support visit is to:
  - Provide assistance in project implementation.
  - Verify that projects are being implemented as proposed.
  - Identify and assist in correcting problems in a timely manner.

The grant proposal and any project revisions provide the basis for the monitoring process. The project is expected to closely follow the proposal and any subsequently approved project revisions.

### **Process**

At minimum, your grant will be monitored through report reviews. Additional monitoring is dependent on a number of factors such as experience of the library in managing grants, uniqueness or complexity of the program, interest in observing operation of the equipment or program, irregularities in correspondence, library request, and sometimes location or timing.

Before the project is monitored by a visit, Division staff will contact the project director to set a mutually convenient date. Prior to the visit, a letter confirming the visit, along with other information about monitoring, will be sent. During the visit, Division staff will observe project operation, examine related documents, and meet with project staff to gather information about the project. After the visit, Division staff will prepare a written report. Copies of the report are sent to the library and to others as requested or required.



## Grantee Communications Kit



Congratulations on your award! Your grant from the Institute of Museum and Library Services is an outstanding achievement that should be shared with your community. The Grantee Communications Kit provides guidance for fulfilling your requirements and spreading the word about your grant project. It covers:

- [\*\*IMLS Acknowledgement Requirements\*\*](#)
- [\*\*The IMLS Grant Announcement Process and How to Benefit\*\*](#)
- [\*\*Tips for Sharing Your News with the Public\*\*](#)
- [\*\*Sample Social Media Messages\*\*](#)
- [\*\*IMLS Director Quotes\*\*](#)
- [\*\*IMLS Logos\*\*](#)

In addition to the guidelines that follow, please make the most of your connection with IMLS by staying in touch:

- [\*\*Subscribe to our monthly e-mail newsletter, IMLS News\*\*](#)
- [\*\*Like us on Facebook\*\*](#)
- [\*\*Follow us on Twitter\*\*](#)
- [\*\*Follow Us on Instagram\*\*](#)
- [\*\*Follow Us on LinkedIn\*\*](#)
- [\*\*Read and subscribe to the IMLS Blog\*\*](#)
- [\*\*Visit and subscribe to our YouTube Channel\*\*](#)

If you have any questions, please contact our Office of Communications:

Anthony C. Marucci  
Director of Communications  
Institute of Museum and Library Services  
955 L'Enfant Plaza North, SW, Suite 4000  
Washington, DC 20024-2135  
Phone: 202-653-4657  
[\*\*amarucci@imls.gov\*\*](mailto:amarucci@imls.gov)

**CERTIFICATIONS REGARDING: NONDISCRIMINATION; DEBARMENT AND  
SUSPENSION; DRUG-FREE WORKPLACE; FEDERAL DEBT STATUS;  
LOBBYING; AND TRAFFICKING IN PERSONS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. By signing this form, the authorizing official acknowledges compliance with and agreement to all statutes and regulations referenced herein. Further information may be obtained by contacting the Library Development Division of the Missouri State Library.

**1. Nondiscrimination**

The authorized representative, on behalf of the applicant, certifies that the library will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. part 1170 in determining compliance with § 504 as it applies to recipients of Federal assistance);
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex in education programs; and
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age.

**2. Debarment and Suspension**

As required by 2 C.F.R. part 3185, the authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the library nor any of its principals for the proposed project:

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. part 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. part 180.800(a); or
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, the authorized representative shall attach an explanation to this form.

The Applicant, as a primary tier participant, is required to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

**3. Drug-Free Workplace**

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the applicant as the recipient must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the applicant's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents that the applying library keeps on file in its offices) all known workplaces under its Federal awards.

**4. Federal Debt Status**

The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

## **5. Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of \$100,000) (31 U.S.C. § 1352)**

The authorized representative certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

## **6. Certification Regarding Trafficking in Persons**

The applicant must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. § 7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency and a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor. 2 C.F.R. part 175 requires IMLS to include the following award term:

As a subrecipient or partner under this award your employees may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or subawards under the award.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **7. Native American Human Remains and Associated Funerary Objects**

If applicable, the authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 *et seq*), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

## **8. General Certification**

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

**EXHIBIT A**  
**BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,**  
**AND AFFIDAVIT OF WORK AUTHORIZATION**

**BUSINESS ENTITY CERTIFICATION:**

**The contractor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.**

**BOX A:** To be completed by a non-business entity as defined below.

**BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm) .

**BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

**Business entity**, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

**BOX A – CURRENTLY NOT A BUSINESS ENTITY**

I certify that \_\_\_\_\_  
(Company/Individual Name)

**DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- ☐ I am a self-employed individual with no employees; **OR**  
☐ The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if

\_\_\_\_\_  
(Company/Individual Name)  
is awarded a contract for the services requested herein under \_\_\_\_\_  
(RFQ Number)

and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity,

\_\_\_\_\_  
(Company/Individual Name)  
agrees to complete Box B, comply with the requirements stated in Box B and provide the Office of Administration, Division of Facilities Management, Design and Construction with all documentation required in Box B of this exhibit.

\_\_\_\_\_  
Authorized Representative's Name  
(Please Print)

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Company Name (if applicable)

\_\_\_\_\_  
Date

**EXHIBIT A, continued**

**BOX B – CURRENT BUSINESS ENTITY STATUS**

*(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)*

I certify that \_\_\_\_\_

(Business Entity Name)

**MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

\_\_\_\_\_  
Authorized Business Entity  
Representative's Name  
(Please Print)

\_\_\_\_\_  
Authorized Business Entity  
Representative's Signature

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

As a business entity, the contractor must perform/provide each of the following. The contractor should check each to verify completion/submission of all of the following:

- ☐ Enroll and participate in the E-Verify federal work authorization program (Website: [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- ☐ Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the contractor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the contractor's name and the MOU signature page completed and signed, at minimum, by the contractor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the contractor's name and company ID, then no additional pages of the MOU must be submitted; AND
- ☐ Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

**EXHIBIT A, continued**

**AFFIDAVIT OF WORK AUTHORIZATION:**

The contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_  
(Name of Business Entity Authorized Representative)

as \_\_\_\_\_  
(Position/Title)

first being duly sworn on my oath, affirm \_\_\_\_\_  
(Business Entity Name)

is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that

\_\_\_\_\_  
(Business Entity Name)

does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

***In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)***

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)

\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date



**EXHIBIT A, continued**

**BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS**

*(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)*

I certify that \_\_\_\_\_  
(Business Entity Name)

**MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the contractor's name and the MOU signature page completed and signed by the contractor and the Department of Homeland Security – Verification Division.
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed and notarized within the past twelve months).

Name of **Missouri State Agency** or **Public University\*** to Which Previous E-Verify Documentation Submitted: \_\_\_\_\_

(\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

**Date** of Previous E-Verify Documentation Submission: \_\_\_\_\_

Previous **Contract Number** for Which Previous E-Verify Documentation Submitted:

\_\_\_\_\_  
(if known)

\_\_\_\_\_  
Authorized Business Entity  
Representative's Name  
(Please Print)

\_\_\_\_\_  
Authorized Business Entity  
Representative's Signature

\_\_\_\_\_  
E-Verify MOU Company ID Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

Documentation Verification Completed By:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## PUBLIC LIBRARY CERTIFICATION OF COMPLIANCE

Library: \_\_\_\_\_

Address: \_\_\_\_\_

**Contact person for questions regarding this certification:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Section 1: Statutes 182.825 and 182.287 RSMo: Public Access Computer Access by Minors**

**Method of compliance (Please Select One):**

1. \_\_\_\_\_ Library has filtering software is in use on all computers used by minors in the library.
2. \_\_\_\_\_ Library has an Internet Usage Policy which establishes measures to restrict minors from gaining access to material that is pornographic to minors, as determined by community standards.
3. \_\_\_\_\_ The Library is not supported by public funds or does not offer Internet Access.

**Section 2: 15 CSR 30-200.015: Library Certification Requirement for the Protection of Minors**

\_\_\_\_\_ The Library complies with all requirements in 15 CSR 30-200.015.

**Policy Submission Status (Please select one):**

1. \_\_\_\_\_ The current Library policy (or policies) is in compliance with 15 CSR 30-200.15(1)(A), (1)(C), and (1)(F) and are on file with the State Library and have not been changed.
2. \_\_\_\_\_ The Library policy (or policies) has been updated since it's last submission and are now in compliance with 15 CSR 30-200.15(1)(A), (1)(C), and (1)(F), with a copy of the current policy (policies) attached.

I hereby attest that I am authorized to certify that \_\_\_\_\_  
(Library name) is in compliance with Administrative Rules 15 CSR 30-200.030, Public Access Computers in Public Libraries, and 15 CSR 30-200.015, Library Certification Requirement for the Protection of Minors, as exhibited by the methods of compliance identified above.

Signature of Authorized Official \_\_\_\_\_ Date \_\_\_\_\_

Typed Name of Authorized Official: \_\_\_\_\_

Title of Authorized Official: \_\_\_\_\_

**PLEASE EMAIL OR FAX BY JULY 31, 2023 TO:**

**Fax:** 573-751-3612    **Email:** mostlib@sos.mo.gov

## COMMON LIBRARY ABBREVIATIONS

<b>ALA</b>	=	<b>American Library Association</b>
<b>ARSL</b>	=	<b>Association of Rural and Small Libraries</b>
<b>CIPA</b>	=	<b>Children's Internet Protection Act</b>
<b>CSLP</b>	=	<b>Collaborative Summer Library Program</b>
<b>DPLA</b>	=	<b>Digital Public Library of America</b>
<b>E-rate</b>	=	<b>Electronic telecommunication discount program for libraries regulated by FCC</b>
<b>FCC</b>	=	<b>Federal Communications Commission</b>
<b>FFY</b>	=	<b>Federal Fiscal Year</b>
<b>FSCS</b>	=	<b>Federal-State Cooperative System for Public Library Data</b>
<b>ICR</b>	=	<b>Indirect Cost Rate</b>
<b>IMLS</b>	=	<b>Institute of Museum and Library Services</b>
<b>LSTA</b>	=	<b>Library Services and Technology Act</b>
<b>MALA</b>	=	<b>Mid-America Library Alliance</b>
<b>MASL</b>	=	<b>Missouri Association of School Librarians</b>
<b>MDH</b>	=	<b>Missouri Digital Heritage</b>
<b>MLA</b>	=	<b>Missouri Library Association</b>
<b>MOBIUS</b>	=	<b>Missouri Bibliographic Information User System</b>
<b>MOREnet</b>	=	<b>Missouri Research and Education Network</b>
<b>MOSL</b>	=	<b>Missouri State Library</b>
<b>MPLD</b>	=	<b>Missouri Public Library Directors</b>
<b>OCLC</b>	=	<b>Online Computer Library Center (for bibliographic services, provides WorldCat)</b>
<b>PLA</b>	=	<b>Public Library Association</b>
<b>PLS</b>	=	<b>Public Library Survey</b>
<b>REAL</b>	=	<b>Remote Electronic Access for Libraries Program</b>
<b>RSMO</b>	=	<b>Revised Statutes of Missouri</b>
<b>SFY</b>	=	<b>State Fiscal Year</b>
<b>SRPP</b>	=	<b>Summer Reading Program Promotional Grant</b>
<b>ULC</b>	=	<b>Urban Libraries Council</b>
<b>USAC</b>	=	<b>Universal Services Administrative Company</b>
<b>WorldCat</b>	=	<b>Worldwide Union Catalog (provides online bibliographic records)</b>

## GRANT RELATED WEBSITES

### 1. **Federal Agencies**

Institute of Museum and Library Services

<http://www.ims.gov/>

Main Entrance to Federal Websites

<http://www.firstgov.gov>

Electronic Storefront for Federal Grants

<http://www.grants.gov/>

System for Award Management for the Unique Entity Identifier (UEI)

<https://sam.gov/content/home>

### 2. **Federal Government Grant Sites**

CFDA: CATALOG OF FEDERAL DOMESTIC ASSISTANCE

The [Catalog of Federal Domestic Assistance](#) (CFDA) is a government-wide compendium of federal programs, projects, services, and activities, which provide assistance or benefits to the American public. It contains financial and nonfinancial assistance programs administered by departments and establishments of the federal government. Federal contracts, by PL-95-224, are Procurement, not Assistance; therefore, there are never any CFDA numbers issued for contracts. A grant from the United States Agency for International Development (AID) or other US State Department activities for foreign assistance will also not have CFDA numbers.

CODE OF FEDERAL REGULATIONS

There are guidelines for what can be purchased with federal money. The long version can be found in [2 CFR 200](#). There may also be additional restrictions as described in the grant application itself.

### 3. **Missouri State Library**

Missouri State Library – Library Development Division – Grants page

<https://www.sos.mo.gov/library/development/lstagrants>

## **Funding Sources**

### **Arch W. Shaw Foundation**

Grants range from \$1,000 to \$50,000 and include support for general operating expenses, capital campaigns, building and renovation projects, equipment, etc.

Address: 542 CR 424 Birch Tree, MO 65438

### **Boeing Corporate Citizenship**

Provides grants to non-profit qualified charitable or educational organizations or accredited K-12 educational institution. Projects must involve one of the five following focal areas:

education; health and human services; arts and culture, civic engagement and the environment. For additional information see [Grant-Making Guidelines for Missouri](#).

### **Build a Bear Workshop Grants**

Direct support for children in literacy and education programs such as summer reading programs, early childhood education programs, and literacy programs for children with special needs. The Foundation strives to be geographically diverse in its giving within the United States and Canada. Priority is given to organizations located near Build-A-Bear Workshop stores.

### **Commerce Bancshares Foundation**

Interests are in arts, civic improvement, education, and health and human services.

### **Community Development Block Grant**

For community development and revitalization purposes, primarily benefiting people with low to moderate incomes. There is also a special focus on youth programs, including mentoring, tutoring, enrichment activities, employment services, and transitional support for youth aging out of foster care. Federal regulations specify that up to 15 percent of total block funds can be used to support public services.

### **Cooper Clark Foundation**

Provides grant funds to Baca County, Cheyenne County, Kiowa County, Kit Carson county, Lincoln County, and Multi-state awards. Grant types include Capital Improvement/Purchase, Equipment Purchase, Start-Up/Seed Money. (303)-624-7699 PO Box 2707 Liberal, KS 67905-2707

### **Dollar General Grant Programs**

Offers a variety of grant opportunities including Adult Literacy, Back-to-School, Beyond Words, Family Literacy and Youth Literacy.

### **Elaine Feld Stern Charitable Trust**

Support is for services addressing sexual assault, for children with visual impairments, stroke victims, a health center, and higher education. Contributions range from \$1,000 to \$15,000.

### **Ezra Jack Keats Mini-Grants**

This foundation awards Ezra Jack Keats mini-grants of \$350. These mini-grants are to be used for projects that instill a love of literature in children and that foster literacy and creativity. The foundation considers funding innovative workshops, lectures, and festivals, as well as activities aimed at parents of preschool children. **Deadline: September 30th, each year**

### **FINRA Investor Education Foundation**

Through our General Grant Program, the FINRA Investor Education Foundation funds research and educational projects that support its mission of providing underserved Americans with the knowledge, skills and tools necessary for financial success throughout life.

### **The Foundation Center**

The Foundation Center is looking for institutions such as libraries and community centers to be "free funding information centers" by housing their Cooperation Collections in libraries of all types that serve under-resourced and under-served populations. The Cooperative Collection is a core collection of Foundation Center publications, a variety of supplemental materials and services in areas useful to grant-seekers plus access to FC Search:

### **Francis Families Foundation**

The Foundation focuses its funding in the areas of pulmonary research, lifelong learning with a particular emphasis on early childhood development, and arts and culture. Grants to educational organizations are limited to a sixty mile radius of Kansas City. Grants range from \$250 to \$409,000.

### **George K. Baum Foundation**

Located in Kansas City, this foundation provides grants ranging from \$50 to \$200,000. Appears to prefer local organizations and institutions.

### **Helen S. Boylan Foundation**

The foundation targets the Carthage and Kansas City metropolitan area. Interests include education, parks and libraries. Assists higher education, history and program for special needs children.

### **Improving Literacy through School Libraries**

This program helps Local Education Agencies (LEAs) improve reading achievement by providing students with increased access to up-to-date school library materials; well-equipped, technologically advanced school library media centers; and professionally certified school library media specialists.

### **Jean, Jack and Mildred Lemons Charitable Trust**

Focus is on the Joplin area. The Trust supports activities for "medical and educational purposes." Proposals are solicited in February.

### **Kresge Foundation: Capital Challenge Grant Program**

The mission of the Kresge Foundation is to strengthen nonprofit organizations throughout the United States that advance the well-being of humanity. The Foundation's six major areas of

interest are health, environment, arts and culture, education, human services, and community development. Through the Capital Challenge Grant Program, the Foundation supports organizations' immediate capital needs, such as building construction or renovation, the purchase of real estate, and the purchase of major equipment. Grants are awarded on a challenge basis, usually one-third to one-fifth of the amount an organization has to raise to complete its campaign goal. Open to public and academic libraries and other institutions.

#### **Laura Bush Foundation for America's Libraries**

Grants from the Laura Bush Foundation are made to school libraries across the United States to purchase books.

#### **The Lawrence Foundation**

The Lawrence Foundation focuses support on the areas of education, the environment and health. The grant application provides the opportunity for you to introduce your organization, tell what problems you face, and how the Foundation can help. They use the Common Grant Application website to receive and manage their grant applications.

#### **The La-Z-Boy Foundation**

The Foundation supports academic and research libraries and organizations involved with arts and culture, health, and human services providing funds for general operating support and building or renovation projects. Gives primarily in areas of company operations which includes Neosho, Missouri.

#### **Lowe's Charitable and Educational Foundation**

The Lowe's Charitable and Educational Foundation is dedicated to improving the communities the company serves through support of public education, community improvement projects, and home safety initiatives. Support is provided to grassroots projects located in communities where Lowe's operates stores and distribution centers. Priority is given to projects that can utilize Lowe's volunteers. Grants generally range from \$5,000 to \$25,000. Requests may be submitted throughout the year. Visit the website listed above to take the eligibility test and submit an online application.

#### **Margaret Alexander Edwards Trust Fund**

The Margaret Alexander Edwards Trust provides small grants (under \$5,000) for school and public libraries seeking to offer innovative programs that promote reading for pleasure for young adults. There is no specific deadline to apply. Applications will be received and reviewed on a rolling basis. Applications that feature new or creative programs will receive special consideration over those simply seeking funds for collection development or for a book discussion group.

#### **Mattel Children's Foundation: Domestic Grantmaking Program**

The Mattel Children's Foundation's mission is to better the lives of children in need. Grants are available to local organizations that use creative methods to address the needs of children from birth to 12 years of age. Funded programs must address one of the following issues: the health and well-being of children, with emphasis on promoting healthy, active lifestyles;

increased access to education for underserved children, in particular, innovative strategies to promote literacy; and the self-esteem of girls up to age 12.

### **Mead Witter Foundation, Inc.**

Giving primarily for higher education and for local community causes, and youth and social service agencies in communities where Mead Witter Inc. conducts operations; higher education grants generally limited to those in WI; support also for the fine and performing arts and other cultural programs.

### **Michael and Susan Dell Foundation**

The Foundation funds projects that directly serve or impact children living in urban poverty, particularly in the areas of education, childhood health and family economic stability (including microfinance.)

### **Missouri Humanities Council**

The Missouri Humanities Council awards grants to support locally-generated programs and projects that are based in the humanities (subjects such as history, archaeology, anthropology, literature, religion, law, philosophy and languages). Applications for mini-grants (\$2,500 or less) are due on the first work day of the month. There are also quarterly major grant opportunities (over \$2,500) with applications due March 1, June 1, September 1, and December 1.

### **National Endowment for the Arts – Big Read**

This grant is to help libraries hold a Big Read program. Through The Big Read, selected communities come together to read, discuss, and celebrate one of 31 selections from U.S. and world literature. Each community's Big Read needs to include a kick-off event to launch the program; activities devoted specifically to its Big Read selection (e.g., panel discussions, lectures, public readings); events using the book as a point of departure (e.g., film screenings, theatrical readings, exhibits); and book discussions in diverse locations aimed at a wide range of audiences.

### **National Endowment for the Humanities (NEH)**

Libraries can apply for grants for a variety of projects that focus on the humanities. Examples of grant program opportunities available include: Challenge Grants intended to help institutions and organizations secure long-term improvements in and support for their humanities programs and resources; Bridging Cultures Bookshelf which provides free books designed to promote understanding of and mutual respect for people with diverse histories, cultures, and perspectives within the United States and abroad; and America's Historical and Cultural Organizations Planning and Implementation grants to support exhibitions, book/film discussion, living history presentations, interpretive websites, and more. Applications and due dates vary by type.

### **National Education Association (NEA) Foundation**

Through the Books across America Library Books Award program, the NEA Foundation makes \$1,000 awards to public schools serving economically disadvantaged students to purchase books for school libraries.



### **Pilcrow Foundation**

The Pilcrow Foundation, a national non-profit public charity, provides a 2-to-1 match to rural public libraries that receive a grant through its Children's Book Project and contribute \$200-\$400 through a local sponsors for the purchase of up to \$1,200 worth (at retail value) of new, quality, hardcover children's books.

### **ProLiteracy**

The Charles Evans Book Fund is a special program of ProLiteracy's National Book Fund® which supplies local programs with adult literacy and basic education curricula and materials. The Fund is dedicated to improving the lives of people who are homeless. The grants, awarded in the form of vouchers for teaching materials and products from ProLiteracy's publishing division range, from \$3,000 to \$8,000.

### **Stinson, Mag and Fizzell Foundation**

Grants go to a law school, public higher education, recreation for boys, an art museum, and an association for persons with head injuries.

### **Sverdrup and Parcel Charitable Trust**

Interests include public and private higher education in the St. Louis area. Send written proposal including description of the activity, purpose of request, current financial statement, and IRS exempt letter.

### **Verizon Foundation**

Verizon Foundation funding priorities are aligned around Digital Inclusion, Climate Protection and Human Prosperity. New applications are by invitation only. You can contact your local community relations manager to see whether you are eligible to apply or learn other ways to get involved in your community.

### **W. K. Kellogg Foundation**

The Foundation administers funds for the promotion of the welfare, comfort, health, education, feeding, clothing, sheltering and safeguarding of children and youth, directly or indirectly, without regard to sex, race, creed or nationality to promote the health, happiness and well-being of children.

### **WHO Foundation**

The WHO Foundation: Women Helping Others supports grassroots nonprofit organizations serving the overlooked needs of women and children in the United States and Puerto Rico. The Foundation's Education/Literacy Grant Program provides support for free after-school programs and other education or literacy programs for low-income children of all ages.

### **William T. Kemper Foundation**

Preference is given to projects in the Midwest, with particular emphasis on Missouri. Support is primarily for arts, civic improvements, education, health care, and human services.

### **Wish You Well Foundation**

Projects should support the Foundation's mission statement: "Supporting family literacy in the United States by fostering and promoting the development and expansion of new and existing literacy and educational programs" Awards generally range from \$200-\$10,000.

### **Websites That List Multiple Foundations**

#### **Grant Station**

A membership service that provides access to funding sources for grantseekers based on their particular projects or programs and also mentors them through the grant seeking process. A quarterly membership is \$189; an annual membership is \$599.

#### **National Library of Medicine Grant Resources**

This resource contains links to both community grants and health science grants. It also includes links to web sites that provide grant writing tutorials and tips and grant notification services.

#### **WebJunction**

This web site developed by the Gates Foundation and other non-profit organizations includes a section on product donation programs offered by major computer vendors.

#### **Library Grants**

This is a blog authored by Stephanie Gerding and Pam MacKellar for librarians interested in a wide variety of grant opportunities.